

Contact information:
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Closing Date:
March 22, 2010



Employment Opportunity

Junior School Principal

Queen Margaret's School's long standing Junior School Principal is leaving due to a career advancement opportunity.

Queen Margaret's Junior School has approximately 150 students and a supportive and active parent community. Eighteen teachers (including one Learning Assistance teacher), up to four teacher assistants, and a Librarian compose the academic team. The Junior School Principal reports to the Deputy Head Education.

As Junior School Principal, you:

- are responsible for day to day operations of the Junior School;
- will lead curriculum and program development in the Junior School, including ongoing faculty development;
- will demonstrate outstanding interpersonal, decision-making and strategic planning skills;
- will work closely with the Deputy Head Education and educational team to foster a professional learning community for the whole school;
- will work with the Deputy Head Education and the Director of Finance to prepare and manage the Junior School Budget;
- will work with the Executive Director of Admissions to ensure effective student recruitment and admissions policy;
- will ensure that the Junior School complies with the BC Independent Schools Act and meets all Ministry of Education programming requirements;
- will have proven experience in engaging parents to build a strong school community.

The successful candidate must hold or be eligible for certification with the BC College of Teachers or the Ministry of Education Independent Schools Branch. Prospective candidates must have excellent organizational and communication skills. Coaching experience would be an asset.

Applications must include:

- a cover letter;
- resume;
- two (2) professional references;
- proof of teacher certification and degrees obtained.

Please submit your application with all supporting documents to sklein@qms.bc.ca by **March 22, 2010**.

All employees must agree to undergo a Criminal Record Check. We thank all applicants for their interest in working at Queen Margaret's School, but only successful candidates will be contacted.

About Queen Margaret's School

Established in 1921, **Queen Margaret's School (QMS)** is located on 27 country-like acres in Duncan, BC. QMS offers a co-ed Junior School (JK-7), all girls High School (Grades 8-12) and all girls Boarding School (Grades 7-12). The school's comprehensive scholastic and extra-curricular program provide opportunities for achievement and personal growth through academics, sports, visual and performing arts, riding and community service.

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