



MENNONITE BROTHERS COLLEGIATE INSTITUTE

173 Talbot Avenue
Winnipeg, Manitoba
Canada R2L 0P6

P 204.667.8210
F 204.661.5091
E info@mbci.mb.ca

Opening for 1-2 Assistant Principals - MBCI

Mennonite Brethren Collegiate Institute (MBCI) has an opportunity for 1-2 qualified persons to take on the role of Assistant Principal on our leadership team. MBCI is a Christ-centered middle and secondary school equipping students to learn, love, and to engage with the world.

Our new Assistant Principal(s) will take part furthering the mission and vision of MBCI by working with the Principal, leadership team, staff, students and parents to create an exceptional Christian learning community. Teaching will be included as a portion of this role.

Applicants for this position should:

- Be committed to Christian Education rooted in Anabaptist teachings
- Love teaching and believe in success for all learners at MBCI
- Be passionate and committed to creating a culture of belonging, purpose and meaning for students
- Have interest and experience in curriculum and program development
- Value collaboration with teachers and demonstrate leadership in the area of teaching and learning
- Have knowledge of, and investment in, project-based learning as a philosophy for teaching
- Be committed to practicing restorative discipline and willingness to do this in the context of a team
- Have knowledge of and support for the practice of formative assessment
- Demonstrate skill in conflict resolution
- Have excellent communication skills and a willingness to make presentations to our community and our staff
- Have excellent organizational skills and the ability to manage multiple administrative tasks at the same time

Duties & Responsibilities:

- Alongside the Principal, provide support and formative assessment of teachers; support program evaluation process; support professional development planning
- Liaison with Student Services, Campus Pastor, Student Council, EAL program
- Manage student discipline and student attendance (collaborate with Principal on serious discipline and attendance issues)
- Assist interviewing new students and parents

- Assist Principal with hiring of staff
- Oversee MBCI's report card process, comment writing and Assignment Assistance Day
- Prepare learning and community reports for the Board of Directors when requested
- Manage final exams – supervision and schedule
- Provide administrative support for overnight Grad Retreat – planning and event
- Communicate with staff regarding set up for day to day operations and specific events
- Be the liaison to School Officer, Public Health, Children's Aid
- Alongside the team, conduct fire drills, lock down drills as required by Health and Safety Regulations
- Oversee school field trips, and day to day special events requiring scheduling and supervisions
- Provide communication to students and parents – blog posts, weekly announcements, PA announcements, SLG info
- Provide openings for concerts, attend occasional PAC and the annual Graduation meeting
- Coordinate and manage events for both middle and high school throughout the school year
- Meet regularly with the Principal and Leadership Team
- Seek out and attend professional development events
- Lead Collegial Connections meetings as needed
- Be available to work for part of August, and extended hours throughout the year for necessary meetings
- Other duties as assigned

Start date: August 2018

Qualifications

- A Christian person with active membership in a Christian church
- Affirmation of the MB Confession of Faith
- Preferably Master's level qualification completed or in progress
- Experience in leadership and/or developing leaders

How to Apply

Please forward the following documents via email to Andrea Neufeld at aneufeld@mbsci.mb.ca by December 7th, 2017.

- Resume
- Statement of faith (one page)
- Statement of learning vision and student culture (one page)

Only those candidates selected for an interview will be contacted.