



# Heritage Christian School

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*A ministry of the Kelowna Christian Center Society*

## Job Description

Elementary Vice-Principal & \_\_\_\_\_ TBA \_\_\_\_\_

Updated Tuesday, Feb 13, 2018

*The Heritage Christian School **Elementary Vice-Principal & \_\_\_\_\_ TBA \_\_\_\_\_** has a responsibility to help oversee educational, spiritual, and social functions of the elementary school. She/He is directly responsible to Head of School. She/He is subject to the employment agreement of Kelowna Christian Center Society.*

### Qualifications

- *Passion:* Discipleship & Christian Education, Children & Families & Staff, Relationships & Connection
- *Pedagogy:* Wonderment & Curiosity, Critical Thinking & Biblical Worldview, Inquiry & Mastery
- *Personality:* Team-Thinker, Self-Starter, Life-Long Learner, Flexible, Gracious, Compassionate, Humble
- *Must have* a valid Professional Teaching Certificate in compliance with the Teacher's Regulation Branch (TRB)
- *Must be* a passionate follower of Jesus, supportive change-agent, creative organizational thinker, and have shown mastery in previous roles

### Responsibilities

- *Help drive* the spiritual climate and progress of discipleship as defined by Kelowna Christian Centre Society's (KCCS) statement of Faith
- *Help run* daily operation of the Elementary school
- *Help carry out* the policies of the Elementary Handbook
- *Help carry out* administrative duties in July & August

### Department Management

- *Run* Elementary Chapel and *liaise* with the Chaplain and HoS regarding chapel and events
- *Liaise* with HoS and administrative staff regarding school policies & office procedures

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**Mr. Steve Cox**  
Elementary Principal  
Administrator of School Operations  
[scox@heritagechristian.ca](mailto:scox@heritagechristian.ca)

**Mr. Paul Kelly**  
Head of School  
Secondary Principal  
[pkelly@heritagechristian.ca](mailto:pkelly@heritagechristian.ca)

**Mr. Matt Dorie**  
Secondary Vice Principal  
Administrator of Student Life  
[mdorie@heritagechristian.ca](mailto:mdorie@heritagechristian.ca)

*The Heritage Christian School Elementary Vice-Principal & \_\_\_ TBA \_\_\_ has specific duties that include, but are not limited to:*

### **Teaching Duties (50%)**

#### **Teaching Load Duties (50%)**

- *Teaching load as determined by HoS as driven by budget allocation and/or passion areas*

### **Administrative Duties (50%)**

#### **Day-to-Day Administration (15%)**

- *Promote and advertise for the public to see HCS as a great choice for Christian Education*
- *Manage day-to-day administrative functions, questions, emails, parent, and student concerns*
- *Deal with parental concerns and discipline of students in accordance with school mission and policy*
- *Tour and interview elementary-aged prospective students*

#### **Department Management and Cooperative Duties (20%)**

- *Oversee Chapels and help run programs and school activities*
- *Help develop school spirit, spiritual climate, and HCS's call to discipleship in accordance with the KCCS statement of faith*
- *Meet and collaborate with HCS Leadership in relation to general school operation and events*
- *Maintain appropriate communications within all HCS departments: Early Learning, High School, Learning Commons, IT Department, Educational Support, Office, and International*
- *Help oversee formal and informal reporting periods (report cards) as prescribed by the ISB*
- *Help plan and organize the academic schedule*
- *Help with staff evaluations and monitoring visits from the ISB*

#### **Personnel Duties (10%)**

- *Help plan and lead staff meetings, profession development, devotions, etc.*
- *Help create school activity schedules for special events, student extra-curricular clubs, etc.*

#### **Budget Duties (5%)**

- *Help plan and administer select budgets, as assigned by HoS*

#### **Notes:**

- i) Duties and assignments subject to experience and fit within our Leadership team***
- ii) Successful candidate encouraged to articulate “\_\_\_ TBA \_\_\_” title and self-define further duties, roles, and future impact areas***