

Principal Elementary Campus

Westmount Charter School

With the impending retirement of the incumbent, Westmount Charter School's Board of Directors invites applications from suitably qualified candidates for the position of **Principal** at Westmount Charter School's elementary campus located in **Calgary**. Westmount Charter School offers a diverse range of gifted education programming to 1300+ grades K-12 students in a congregated setting and employs approximately 180 staff. The school was granted its original charter in 1996, was evaluated by Alberta Education in 2013/14 and will be formally reviewed in the 2023/24 school year.

Westmount Charter School seeks a dynamic, enthusiastic principal for our elementary campus setting (grades K-4). As well as meeting the qualifications set out by the Minister of Education in Alberta's [Education Act](#) and the Alberta [Leadership Quality Standard](#), the ideal candidate would be passionate about fostering a safe, caring environment for children who are gifted, while facilitating the school's pedagogical mandate of approaching *giftedness from the inside out*, encouraging each student to reach their highest personal potential in all areas of life. The elementary campus serves approximately 420 students with diverse backgrounds and social and emotional needs, including special needs, twice-exceptional, underachievement and high achievement.

As a forward-thinking educational leader, you will embrace our *Inside Out* Charter pedagogy, and possess the following professional attributes and qualifications:

- A Bachelor of Education and Master's degree or equivalent from a reputable university;
- An [Alberta Leadership Certificate](#) issued under the *Certification of Teachers and Teacher Leaders Regulation* (or the ability to obtain temporary certification);
- Eligible for or possesses Alberta teacher certification;
- At least 3 years' successful previous experience in an administrative role at the assistant principal level or higher, in a school system, preferably in Alberta;
- Commitment to promoting our school's vision to become a leading international institution in re-thinking gifted education;
- Previous experience with Alberta Education coding for multi-exceptional students; and
- Coursework or professional development in gifted education is preferred.

Most important to our elementary school population are the following personal characteristics:

- Flexibility, empathy and passion for supporting our students' multi-faceted needs;
- Appreciation of asynchronous development;
- Ability to navigate the complexities of our diverse community, including relationships with and among administration, staff, students and parents;
- Approachability and willingness to develop a strong individual connection with students;
- Dedication to fostering community spirit at the school;
- Establishing a safe, caring and inclusive environment where diversity is respected, and all members of the school community are welcomed;
- Supporting a comprehensive repertoire of excellence in planning, instruction, and assessment practices to meet the learning needs of every student; and
- Commitment to encouraging and facilitating the active and meaningful involvement of the parent community.

Westmount Charter School provides a welcoming, caring, and safe learning and working environment that respects diversity, strives for equity among our students and staff, and creates an atmosphere of inclusion, generating and fostering a sense of belonging among our community members. All individuals within the school authority have the right to learn and work in settings that promote equity of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.

The appointment includes a probationary period of one year. Duties will commence on August 23, 2023, for the 2023/24 school year. This position is a 1.0 FTE and employment is conditional upon the receipt of a valid police information check with a vulnerable sector search.

Mail or e-mail your cover letter and resume in confidence to:

Elementary Campus Principal Search

Human Resources Director

Westmount Charter School

728 – 32nd Street NW

Calgary, Alberta T2N 2V9

Email: humanresources@westmountcharter.com

The application deadline is April 10, 2023, at 4:00 pm MST. Duties to commence August 23, 2023.

TIMELINES AND APPLICATION REQUIREMENTS

Recruitment Timelines

- Applications close on April 10, 2023, at 4:00 pm MST.
- Candidates will be notified no later than April 14, 2023, of their status.
- Interviews are scheduled, over a two-day period if necessary, with preliminary interviews taking place on April 22 and April 23, 2023.
- Final interviews, if required, will take place on April 29 and April 30, 2023.
- The anticipated date of commencement of duties is August 23, 2023.

Application Package Requirements

- Cover Letter
- Resume
- Supporting Documentation – letters of reference are not required but will be considered.
- References to be contacted – if selected for an interview, provide two professional references, with contact emails and two phone numbers.

Submit the application package to humanresources@westmountcharter.com

www.westmountcharter.com