



STRATHCONA-TWEEDSMUIR SCHOOL

1971-2021

Position:	Deputy Head: Operations & Student Experience
Reports to:	Head of School
Position Group:	Faculty
Term:	Full Time (1.0 FTE) continuing after a successful probationary period

STS

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

Overview

Reporting to the Head of School, the Deputy Head: Operations & Student Experience, is a member of the School's Executive Team. As such, all accountabilities must be handled with fidelity in a strategic manner using systems-level thinking. Every strategic decision should connect to our Strategic Plan Flourish 2031.

The successful candidate is expected to manage and lead complex situations, ensuring, and continuously building, accountabilities within the portfolio with change management being a key skill set of the position.

The position's portfolio encompasses School Operations and Student Experience which include stewarding the relationship with the School's cafeteria vendor, uniform vendor, transportation vendor, and the coordination of safety and risk which includes managing and leading the School's Risk Registry; pre and post school hours onsite supervision; offsite school trip approvals and acting as the primary Safety Officer for offsite trips.

Additionally, the successful incumbent will be responsible and accountable for the oversight of the School's co-curricular activities, ensuring compliance with school policies while delivering outstanding experiences to our students.

Lastly, the Deputy Head: Operations & Student Experience is responsible to lead and coordinate the preparation and completion of all CAIS Accreditations. In summation, the successful candidate will lead and manage the people, program, and place within the portfolio with excellence.

A diverse community where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.



Detailed Job Description

Core Areas of Responsibility

- Lead and manage the portfolio with fidelity, strategic thought, and systems level thinking;
- Build accountability within the portfolio, while managing change effectively;
- Represent the School in its relations with all vendors;
- Oversee and manage the annual calendar processes;
- Oversee the operational aspects of the co-curricular programs across all three divisions of the School;
- Assist with student supervision;
- Oversee the trip approval process;
- Oversee health and safety and risk management for all employee-based and student-based school programs and ensure alignment with OH&S policies and procedures;
- Supervise and lead the Directors of: Athletics, Outdoor Education, Speech and Debate, Round Square, and Fine Arts;
- Provide oversight of all school-wide events including Parent/Teacher Interviews
- Act as Lead and Internal Coordinator for the annual CAIS Accreditations;
- Work closely, and liaise, with the Head of each Division;
- Complete other duties as assigned by the Head of School.

Experience, Skills, Technical and Behavioral Competencies

- The successful candidate must have a Bachelor's or Master's Degree in Education or in an allied field as well as hold an Alberta teaching certificate or be eligible to obtain one;
- A minimum of 5 years of administration experience in an education setting.;
- Previous experience in areas within the core areas of responsibility is desirable;
- Previous senior leadership experience is required.;
- Strong executive functioning skills;
- Exemplary professionalism in dealing with all stakeholders;
- Interpersonal skills that foster collegiality and support the pillars of the School's Strategic Plan Flourish 2031.

Professional Development

- Demonstrate a commitment to continuous learning and reflection to refine teaching practice;
- Engage in ongoing professional learning;
- Keep current on educational research about how students learn and factors that influence students' learning and achievement;
- Ensure that skill development and technology use by students keeps pace with changing needs at the post-secondary level to ensure that students are well prepared for the next stage of their learning.

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Application Instructions

Applications must contain a cover letter, your resume, the names and contact information for three work-related references one of which must be a direct supervisor (your references will not be contacted without your prior consent). Please submit your application via email to careers@sts.ab.ca with the position noted in the subject line. Please do not send documents via OneDrive or other cloud-based services and please do not send letters of reference, evaluations, and/or transcripts unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.

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