

Position:	Head of Elementary School
Reports to:	Head of School
Position Group:	Faculty
Head of Elementary School Accountability:	1.0 FTE
Term:	Full Time (1.0FTE) Continuing after successful probationary period

Strathcona-Tweedsmuir School

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.

Position Overview

The Head of Elementary School ensures that the mission, vision, values and guiding principles of STS are reflected in the day-to-day operations, philosophy, and culture of the Elementary School Division (K-6). The Head of Elementary School ensures the delivery of instructional, assessment, and reporting practices are aligned with Alberta Education and International Baccalaureate Primary Years Programme (IB PYP) mandates.

In leading a community of committed and passionate Elementary School educators, the Head of Elementary School works collaboratively with colleagues and other school leaders to build a growth mindset culture that values excellence, professional reflection, and continuous improvement. Cultivating and maintaining positive values-driven partnerships with STS families is essential. Understanding the important role both School and Ministry-derived data has in improving student learning requires the Head of Elementary School to keep abreast of educational research that is grounded in pedagogy, assessment, human development and community belonging.

Core Areas of Responsibility

- Ensure programmatic-specific norms of professional practice that align with the IB pedagogical framework and the strategic plan, [‘Flourish 2031’](#).

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

- Provide visionary leadership and take initiative to ensure forward-looking development and continuous improvement of the Elementary School and the IB PYP;
- Implement strategic goals in the Elementary School;
- Leadership and management of the Elementary School including student, faculty and parent relations;
- Lead, coach, manage, and evaluate faculty and support staff in the Elementary School;
- Engage colleagues and parents in difficult conversations with openness, compassion, and integrity as warranted;
- Develop and manage the Elementary School timetable, teaching assignments, class composition, and supervision processes;
- Develop the school calendar in collaboration with senior school leaders;
- Manage the day-to-day organization and operation of the Elementary School including meetings, assemblies, communications, and special events;
- Manage student progress meetings;
- Oversee the co-curricular program;
- Ensure the high-quality delivery of instruction and curriculum implementation lead to excellent student achievement;
- Coordinate delivery of the Elementary School curriculum;
- Oversee the fiscal management of the Elementary School budget including professional development and school enhancements;
- Oversee professional development opportunities for faculty and support staff within the Elementary School;
- Manage risk and implement/enforce the Health & Safety policies and procedures in the Elementary School;
- Manage the security and administration of all Provincial Achievement Tests (PATs);
- Oversee the reporting of student progress;
- Update student/parent publications such as the Student Agenda and Handbook, when required;
- Communicate effectively with parents in all areas of responsibility.

Supporting Role

- Support the Head of School in the advancement of the School's mission;
- Support the Assistant Head of School: Academics in implementing and monitoring the programmatic teaching, planning, and assessment framework of the IB-PYP;
- Support the Assistant Head of School: Academics in developing goals for, and meeting the requirements of, Alberta Education;
- Support Assistant Head of School: Academics in developing school-wide professional development plans;
- Support enrolment management;
- Attend meetings and collaborate with members of the Academic Leadership Team and the Head's Table Team in the development of the Elementary School Program

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Experience, Skills, Technical, and Behavioral Competencies

- Master's degree in Education with a preference for a specialization in Elementary Education or School Leadership;
- Minimum five years of leadership experience in an independent or public elementary school;
- Alberta Teacher Association (ATA) credentialed educator in good standing or ability to acquire one;
- LQS certification is an asset;
- Familiarity with Canadian Accredited Independent Schools (CAIS) National Standards of practice;
- Familiarity with the International Baccalaureate Programme;
- Excellent communication and executive functioning skills;
- Demonstrated ability to build organizational capacity by leading goal-oriented highly-functioning teams;
- Excellent communication skills and a demonstrated ability to collaborate with faculty and staff colleagues
- Demonstrated commitment to diversity, equity and inclusion considerations that promote community-building and a sense of belonging.

Professional Development

- Engagement in ongoing professional learning will be supported and expected;
- 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.

Application Instructions

Applications must contain a cover letter, your resume, teaching and leadership philosophy, and 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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