



Calvin Christian School

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Elementary Campus Principal

Job Responsibilities

The Elementary Principal provides leadership and supervision for the elementary campus of Calvin Christian School (CCS), under the direction of the CCS Board of Directors. This role supports and implements the vision, mission, constitution, by-laws, and policies of the school, along with the strategic priorities established by the Board.

The Elementary Principal is responsible for faithfully stewarding and advancing the established direction of the school, building on existing programs, practices, and initiatives while continuing to move the school forward in alignment with its mission and vision. The Principal works collaboratively within the school's leadership structure to ensure effective day-to-day operations and the ongoing development of the campus.

General Responsibilities

1. Provide clear and visible spiritual leadership, modelling a Christ-like life and intentionally nurturing the spiritual formation of students, staff, and the broader school community.
2. Provide leadership and direction for the overall operation of the elementary campus, including educational, extracurricular, and operational programming.
3. Faithfully steward and advance the established vision and direction of the school, building on existing strengths and initiatives while supporting continued growth.
4. Ensure the integration of a Christian worldview across all areas of school life, helping students explore, experience, and evaluate all of life under the Lordship of Christ.
5. Provide leadership in the ongoing implementation of Teaching for Transformation, supporting staff in integrating faith and learning in meaningful and authentic ways.
6. Work collaboratively with the CCS administrative team to ensure alignment, consistency, and continuity across campuses.
7. Lead, support, and supervise campus staff, fostering a positive, professional, and Christ-centered culture of growth and accountability.
8. Strengthen relationships with families, supporting the partnership between home, church, and school.

Specific Accountabilities

Administrative Leadership

- Fulfill all administrative responsibilities as outlined in the Manitoba Public Schools Act (PSA) and the Education Administration Act (EAA).
- Ensure the well-being and safety of students, working in cooperation with relevant agencies (Health, Fire, Police, and others as required).

- Exercise disciplinary authority over students in a manner consistent with school policies and a restorative, Christ-centered approach.
- Oversee the building and grounds during school hours.
- Adhere to the approved campus budget and seek Board approval for any anticipated variances prior to implementation.
- Ensure that regular evaluation and performance review processes are in place for all campus employees.
- Support the implementation and ongoing development of school-wide initiatives and strategic priorities as established by the Board.
- Ensure that student support practices align with Manitoba's Standards for Appropriate Educational Programming and are implemented consistently in accordance with the school's established policies and practices.

Instructional Leadership

- Fulfill all administrative responsibilities as outlined in the Manitoba Public Schools Act (PSA) and the Education Administration Act (EAA).
- Communicate and implement directives from the Board of Directors related to the instructional program.
- Assign teaching responsibilities to staff in a manner that supports effective programming and student learning.
- Support teachers in the effective implementation of curriculum and instructional practices, including the integration of Teaching for Transformation.
- Maintain and support a program of ongoing professional development for staff.
- Supervise and evaluate teachers in accordance with the school's teacher evaluation policies.
- Ensure appropriate staffing coverage, including the procurement of substitute teachers.
- Lead or support the recruitment, advertising, and interviewing of prospective teaching staff.
- Participate in the admissions process, including interviews with prospective families.
- Support and contribute to the spiritual life of the staff, including the coordination and/or leadership of staff devotions.

Other

- Exercise sound judgment in addressing matters not specifically outlined, acting in the best interests of the school and its mission.
- Accept, after consultation, additional responsibilities as assigned by the Board of Directors from time to time.

Requirements

- Manitoba teaching certification (or eligibility to obtain certification).
- Demonstrated teaching and/or leadership experience at the K–6 level.
- Demonstrated school leadership experience as a principal or vice principal (preferred but not required).
- Master of Education degree (preferred but not required).
- Active involvement in a Christian church aligned with the school's statement of faith (as articulated in the Foundational Beliefs)