



## COLLINGWOOD SCHOOL

Collingwood School is a coeducational day school located on two campuses in West Vancouver, BC. Our purpose is to teach, model, inspire and encourage our students, ultimately preparing them to become successful global citizens. With an innovative, evolving approach to teaching, the totality of our curriculum provides students with a wealth of diverse, meaningful and transformative educational experiences.

At Collingwood, we are uncommon, unbounded and unassuming. We search for teachers who think differently, who are willing to learn and who are experts in academics, arts, athletics or service.

We are seeking a **Full Time Director of Intermediate (Grade 4-7)** to join our Wentworth Campus (JK - Grade 7). The successful candidate is a dynamic, collaborative, inspirational, educator who is looking to become part of a vibrant teaching and learning community. You bring strong leadership, teaching experience, and exceptional organizational skills to this role. The position will start in August 2019.

### Responsibilities

- Foster the school mission, values, and sense of community through student-centered decisions
- In collaboration with the Wentworth leadership team, contribute to the development and implementation of the school's strategic objectives
- Monitor and improve school programs relating to student voice and leadership, character education and experiential learning
- Effectively communicate school policies and practices with students, parents, and staff in the 4-7 division
- Liaise with the community, partner schools, ISABC, CAIS, and other organizations to develop a network of expertise and to promote Collingwood
- Maintain high visibility and remain accessible to students, parents, and faculty in the 4-7 division
- Assist with staffing elements in the 4-7 division, including interviewing, hiring, reflective practice, mentorship and evaluation
- Oversee the day-to-day operations and smooth running of the grade 4-7 intermediate division including restorative justice practices and student discipline. Support and implement service learning initiatives grades 4-7
- Ensure clear scope and sequence of the co-curricular programs grades 4-7
- Perform other duties which may be reasonably assigned by the Head of Wentworth and the Head of School

### Qualifications

- Bachelor of Education
- British Columbia Teacher Certification
- 5-7 years of Elementary or Middle School teaching experience

- 5-7 years in a leadership role in education
- Strong communication skills and a proven ability to work with students, faculty and parents
- Proven leadership skills with a flexible and collaborative approach to working within a team
- Exceptional organizational skills and ability to manage multiple priorities
- A strong knowledge of curriculum, instruction, assessment and school leadership
- A working knowledge of independent schools including a CAIS Leadership Institute Diploma (an asset)
- Experience in hiring, supervising and evaluating teachers (an asset)
- Masters in Education and/or related field (an asset)

#### **Our “Must Haves”**

- Proven work ethic with utmost integrity
- Desire to help each student achieve personal success
- Self-awareness, with a desire for constant self improvement (goal –oriented)
- Self motivated, energetic and fun.

We offer a competitive salary, a generous benefits package, including a RRSP matching program, along with one of the most beautiful locations in Canada to work!

If this role sounds like a good fit, we would love to hear from you! Please submit a cover letter detailing your suitability for the position along with your resume, including three employment references, by

**February 14, 2019** to Marc Young, Head of Wentworth at [marc.young@collingwood.org](mailto:marc.young@collingwood.org)

Please include “Director of Intermediate” in your Subject Line.

We sincerely thank all applicants for your interest however, only shortlisted candidates will be contacted.

Please [visit our website](#) for more information about our school.

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