



Vice-Principal, Cadotte Lake School

Job Title: Vice Principal

School: Cadotte Lake School

Authority: Woodland Cree First Nation Education Authority (WCFNEA)

Reports To: Principal, Cadotte Lake School

Evaluation: Annual performance evaluation conducted by the Principal, aligned with the Leadership Quality Standard (LQS) and Designate of Alberta Education

Position Overview

The Vice Principal of Cadotte Lake School is a key member of the school's leadership team, supporting the Principal in fostering a learning environment that integrates Cree language, culture, and values. The Vice Principal is responsible for enhancing student attendance through culturally responsive strategies, overseeing inclusive education, supervising educational support staff, and coordinating Career and Technology Foundations (CTF) and Career and Technology Studies (CTS) programs.

Key Responsibilities

1. Instructional Leadership and Support

- Collaborate with the Principal to promote instructional practices that reflect Indigenous worldviews and Cree cultural perspectives.
- Support the integration of land-based learning as a core educational approach.
- Assist in the development and implementation of school-wide instructional strategies that align with the Creating Welcoming, Caring, Respectful & Safe Learning Environments

Guide in Conjunction with the Leadership Quality Standard (LQS).

2. Student Attendance and Engagement

- Implement and monitor attendance improvement strategies that are effective in Indigenous school settings.
- Engage with students, families, and community members to address attendance barriers.
- Analyze attendance data to inform interventions and support student engagement.

3. Student Management

- Maintain student discipline and oversee behavior management programs.
- Address student concerns, conflicts, and attendance issues.
- Support student well-being, safety, and inclusion initiatives.
- Coordinate interventions for students requiring additional support.

4. Supervision of Educational Support Staff

- Develop Education Support Staff targets with the Principal and Education Director to meet the support needs of teachers and students.
- Provide meaningful training and ongoing support to educational assistants and other support staff
- Develop and share education assistant assessment tools for showcasing growth.
- Clarify roles and responsibilities of unique support staff to ensure effective classroom and school-wide support.
- Conduct regular performance evaluations and provide feedback for professional growth for support staff.

5. Career and Technology Education Coordination

- Oversee the planning and delivery of CTF and CTS curricula, ensuring alignment with student interests and community needs.
- Facilitate partnerships with local organizations and industry to enhance program offerings.
- Support teachers in integrating practical, hands-on learning experiences within CTF and CTS programs.

6. Parent and Community Relations

- Communicate with parents regarding student progress and concerns.
- Support parent engagement initiatives.
- Build partnerships with community organizations and stakeholders.
- Represent the school at meetings and community events.

Qualifications

- Valid Alberta Teaching Certificate.
- Demonstrated leadership experience in educational settings, preferably within Indigenous communities.
- Strong understanding of Cree culture, language, and educational practices.
- Commitment to the mission, vision, and values of WCFNEA, emphasizing holistic education and community engagement .

Professional Standards

The Vice Principal is expected to demonstrate competencies outlined in the Alberta Education Leadership Quality Standard (LQS), including:

1. Fostering Effective Relationships

2. Modeling Commitment to Professional Learning
 3. Embodying Visionary Leadership
 4. Leading a Learning Community
 5. Supporting the Application of Foundational Knowledge about First Nations, Métis, and Inuit
 6. Providing Instructional Leadership
 7. Developing Leadership Capacity
 8. Managing School Operations and Resources
 9. Understanding and Responding to the Larger Societal Context .
- **Work Hours:** Flexibility is built in. Evening/weekend work is expected but balanced with weekday flexibility to address the most pressing needs of the school. This is a site-based leadership role. When you are away, please ensure that your roles and responsibilities have been moved over to Principal.
 - **Reporting:** You report directly to the **Principal and Director of Education in the absence of the Principal.**
 - **On-Call:** Occasional on-call responsibilities may arise (e.g. student/staff emergencies, school emergencies, unforeseen opportunities or crisis related to the school)
 - **Housing:** On-site housing is provided and maintained in collaboration with maintenance staff.

Tips for Success

- **Be present and visible** at events and in shared spaces.
- **Keep detailed notes** on calendars, bookings, and issues.
- **Build trust** with Elders, families, and staff through communication and consistency.
- **Take initiative** when you see an opportunity to improve systems or community wellbeing.

