



JOB DESCRIPTION

May 2026

JOB TITLE:	Vice Principal Grade 3-5
DIVISION:	Early Years
REPORTS TO:	Principal
STATUS:	Full Time

JOB SUMMARY:

As part of the Administrative Team of Linden Christian School, the Vice Principal will assist in the implementation of the school's mission, vision and core values and policies of the school. The Vice Principal will also provide educational leadership and administration of the Grade 3-5 program by implementing strategic plans, developing policies, curriculum overview and provide support and work collaboratively with staff and students. The Vice-Principal will maintain effective working relationships with staff, students, parents, school board, Grant Church staff and the broader community.

KEY RESPONSIBILITIES:

The Vice Principal, a member of the Administrative Team, reports to the Principal and is responsible for the following:

Administrative Responsibilities

- Oversee the day-to-day operation of the Grade 3-5 teachers and provide leadership for the educational and instructional programming for staff and students.
- Participate in regular Administrative Team meetings and meet with the Principal on a weekly basis or as required.
- Work collaboratively to establish and implement school and administrative policies and procedures as set by Administration or School Board;
- Ensure adherence to Faculty Handbook and Student Handbook and other policy guidelines and procedures for staff and students.
- Ensure fiscal accountability and responsibility with particular emphasis on Grade 3-5 programming as it relates to budgeting, strategic planning, curriculum, textbooks, etc.
- Prepares agendas, conducts meetings and effects follow up on minutes for Grade 3-5 Team meetings. Works with Grade 3-5 Team Leader in agenda preparation
- Work collaboratively and participate in other Committees and Teams as required e.g., Website Development, Team Leaders, Department Heads, Literacy with Information Communication Technology, Facilities/Property, Parent Volunteers, Fundraising Banquets and other interests and stakeholders of LCS.
- Assist in preparation of the annual school administrative calendar, timetables and activities.
- Ensures that supervision/duty schedules are in place for Grade 3-5 staff.
- Oversee the Grade 3-5 staff participation in government reporting and ensure data collection and reporting are accurate i.e., Provincial Assessments
- Conducts all new parent interviews for potential new students entering Grade 3-5.
- Provides support for students and families related to academic and personal issues.

- Assist in leadership and participate in monthly all staff meetings, professional development sessions and participate in all school functions when required by Principal i.e. fundraisers, concerts, banquets.
- Develop an overall year plan for all school events, Professional Development sessions and school programs in conjunction with the Administration Team, Team Leaders, Program Coordinator and Department Heads.
- Assist in the development of class lists and timetables for Grade 3-5 students and ensure balance and student needs are being met including government funding support to students in collaboration with the Resource/Student Support Services/EAL staff and Program Coordinator.
- Provide support and leadership on specific projects assigned by the Principal/Admin Team such as development of policies and procedures (Plan to Protect, Emergency Response Plan, Fundraising, Student Handbook).
- Provide submissions for internal and external communication for the school: Keeping in Touch (KIT) to staff (weekly); Linden Letter (quarterly); News Note to parents (bi-monthly); Daily News to students and other staff/parent communications, etc.

Educational Leadership & Curriculum Support

- Assist in the support of all educational programs that meet the guidelines of the Manitoba Government Department of Education, Youth and Citizenship for an Independent School as defined by the Province.
- Assist in the support of short and long-range goals for the school ensuring that they are consistent with our vision, mission & core values in terms of philosophy, education and administrative feasibility.
- Oversee implementation and integration of biblical worldview integration across all curriculum areas.
- Assist in the implementation of new curriculum guides and documents in all curriculum areas including Literacy with Information Communication Technology that support the philosophy, goals and objectives of the school.
- Ensure continued quality improvement in programming through a process of planning, action, evaluation and making changes where necessary, so that the school is continually growing in excellence.
- Provide leadership and work with the staff to establish a Christian atmosphere that is reflected in a healthy culture and learning climate.
- Ensure that programs, events and professional development activities support the mission, vision, core values and the foundations of Christian education.
- Oversee report card design, evaluation, end results and distribution together with coordination of triad conference process.
- Coordinate student support services with the Resource/Student Services/EAL staff.
- Authorize use and purchase of curriculum textbooks and curriculum materials used in the classroom.
- Oversee special students and other programs as determined by the Principal.

Personnel and Human Resources

- Provide supervision and receive direct reports to all Grade 3-5 Teaching Staff, EA's and Early Years Administrative Assistant or other staff as directed by Principal.
- Assist in the hiring, observation, evaluation and prepare performance evaluations of Grade 3-5 teaching staff, EA's, office staff and/or other personnel as directed by Principal.
- Encourage the spiritual growth and development of the Grade 3-5 staff.

- Provide support and encouragement of innovative thinking and action with all teaching staff related to curriculum implementation and programming.
- Coordinate staff orientation meetings and materials for all staff at the beginning of school year and ensure staff compliance to Faculty Handbook and policies and procedures.
- Authorize and monitor requests for leaves, monitor attendance and professional development of all staff.
- Provide support and feedback to teaching staff on student evaluations, report cards and triad conference process.
- Conduct Grade 3-5 teacher observations and evaluations, staff growth and professional development. This includes writing formative and summative teacher evaluations in accordance with established processes and procedures.
- Oversee staff involvement in grade group meetings and extra-curricular activities including sports, arts, academic and community-building activities.
- Interview and coordinate suitable assignment to student teachers/teaching candidates from University of Manitoba/University of Winnipeg.

Student Support/Conflict Management

- With a commitment to excellence, assist in the provision of Christ-centered education that equips students to love and serve God.
- Promote a safe, healthy school environment for all students and make recommendations for improvement and implementation as required.
- Manage student incidents as they arise and implement appropriate resolution and/or discipline and ensure follow up.
- Liaise with staff and parents related to student incidents and discipline.
- Implement school discipline policies that provide support for staff members in dealing with ongoing or major discipline issues.
- Implements and supervises student attendance and late policy, by ensuring proper records are kept and those attendance problems are followed up and appropriate consequences given.
- Oversee and coordinate Grade 3-5 student chapels in collaboration with teachers and school Spiritual Care team and assist in the planning and implementation of special chapels as needed (i.e. K-8 Celebration chapel, Grandparents Chapel, Awards Chapels, Easter chapel, etc.)
- Oversee and provide direction to Grade 3-5 Music Department in preparation for band or choral concerts as well as Festival participation and performance opportunities.
- Intentional about developing rapport with students in various settings.
- Oversee the development and implementation of activities and enrichment events that allow for team building, skill development, community development and sharing with the greater community. (i.e. Classroom mission focus, Bird River Retreat, Year-end Recreation Day, Compassion Canada, Winnipeg Harvest)

Community Leadership

- Liaise with outside organizations including Association of Christian Schools International (ACSI), local school divisions, Manitoba Federation of Independent Schools (MFIS), Manitoba Government Department of Education, Youth and Citizenship, etc.
- Coordinate and provide leadership for the Grade 3-5 Information Night.
- Interview new students/new parents for potential enrollment to the school;
- Assist in the coordination of “Meet the Teacher”, “New Parent Information” and other parent information meetings as required.

- Shall represent the school in appropriate community contexts for the purposes of public relations and school promotion and participation.

Professional Development

- Maintain awareness and implement curriculum innovations, trends and professional development opportunities with other organizations and Christian schools such as Association of Christian Schools International (ACSI), Manitoba Federation of Independent Schools (MFIS), Council of School Leaders (COSL), local public-school divisions.
- Attends appropriate and relevant educational workshops, seminars and conferences on current trends, practices and research.
- Assist in developing and implementing teacher professional development as required.

EDUCATION & QUALIFICATIONS:

- Bachelor of Education Degree from recognized university and working towards post baccalaureate diploma in Education or master's degree in education or related discipline.
- Eligible to hold a teaching certificate in the Province of Manitoba.
- Attained or working towards Administrator's Certification Level I or Level II in the Province of Manitoba.
- Bible School/College/University education is an asset.

REQUIRED SKILLS/EXPERIENCE:

- Willingness to sign and adhere to LCS Statement of Faith and Lifestyle Commitment;
- Enthusiastic support of the vision, mission, and values of Linden Christian School;
- Minimum of 5 years teaching experience in either public or independent school setting with some administrative responsibility;
- Baptized and a member in good standing with an evangelical Christian church and positively communicates the school's ministry as an extension of Grant Church ministry;
- Exhibits strong Christian character that demonstrates a close relationship with God and is a consistent Christian role model and leader for staff and students.
- The ability to grow and develop leadership skills and multiply leaders within the staff and student body;
- Highly developed relational, communication, human resource, and business management skills;
- Ability to interact effectively and positively with teachers, staff, students, parents and various stakeholders;
- A demonstrated biblical approach to conflict mediation in a Christ-like manner;
- Observable gifts of servant leadership, administration, counseling, teaching, discernment/wisdom and shepherding (discipleship) or combination of gifts that build and strengthen the Administration Team;
- Passionate about the value of Christian education and developing a biblical worldview in staff and students;
- Understanding and adherence to confidentiality and privacy issues;
- Ability to effectively lead staff and teams and provide supervision;
- Ability to work independently, set priorities, manage multiple projects and be highly self-initiating;
- Ability to deal with difficult and sensitive situations with tact and diplomacy including areas of race relations, cross culture understanding and human rights;

- Ability to effectively adapt to changing situations or increased responsibilities within the workplace;
- The desire and ability to engage in continuing education, accountability, professional development and personal spiritual growth.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.