

Job Posting: Principal – Christian Heritage School

Location: 2025 26th Street, Brandon, Manitoba, R7B 3Y2

Position Type: Full-Time | Start Date: August 18th, 2025

About Christian Heritage School

Christian Heritage School is an K-8 independent Christian school committed to academic excellence and spiritual formation. We provide a Christ-centered education that nurtures students academically, socially, and spiritually, preparing them to be thoughtful, faithful contributors to society.

We are seeking a dedicated and visionary Principal to lead our school community with a heart for Christian education and a strong foundation in leadership and administration.

Position Summary

The Principal is responsible for the overall spiritual leadership, academic integrity, and operational management of Christian Heritage School. This role requires a passionate Christian educator who will uphold the school's mission, lead staff and students with grace and authority, and work collaboratively with the Board, families, and community partners.

Key Responsibilities

1. Spiritual & Educational Leadership

- Uphold and promote a Christ-centered atmosphere throughout the school.
- Provide spiritual guidance to staff and students, including leading or facilitating regular devotional meetings.

2. Student Welfare & Discipline

- Ensure student health, safety, and well-being in partnership with health, fire, and police services.
- Oversee student discipline according to the school's policies.
- Make academic promotion decisions in collaboration with teachers and parents.
- Maintain comprehensive and accurate student records.

3. Staff Supervision & Development

- Supervise, support, and evaluate teaching staff and support personnel.
- Provide clear guidance on school procedures, scheduling, and discipline.
- Promote consistent and high-quality instruction across classrooms.
- Foster professional development through workshops, conferences, and in-service opportunities.
- Lead regular staff and devotional meetings and resolve internal staff conflicts constructively.

4. Board Relations

- Report monthly to the Board on school operations, staff concerns, and policy implementation.
- Participate in Board meetings and serve as a non-voting advisor, except on matters concerning own employment.
- Advise Board committees and help implement strategic goals and initiatives.
- Maintain communication with the Board during school holidays and attend approved conferences with reimbursement.

5. School Administration

- Assign teaching responsibilities and create academic schedules.
- Oversee school records, files, ordering of supplies, and daily office operations.
- Manage emergency procedures and substitute teacher assignments.
- Supervise maintenance issues and report them regularly to the Board.

6. Committee Collaboration

- Support and advise school committees, particularly in staffing and educational development.
- Make recommendations regarding school policies and facility needs.
- Work closely with the Hiring Committee on staff recruitment and role assignments.

7. Community Engagement

- Build positive relationships with parents through conferences, open houses, and regular communication.
- Address complaints respectfully and facilitate resolution processes, with the option of Board appeals.
- Represent the school to the Department of Education and other local school divisions.
- Serve as an official representative at meetings with the Manitoba Federation of Independent Schools.

8. Professional Development & Innovation

- Stay current with educational trends and instructional models.
- Continuously assess and refine the role of Principal to improve school leadership and effectiveness.
- Encourage staff innovation in curriculum development and teaching methodologies.

9. Curriculum & Instructional Enhancement

- Ensure excellence in course instruction and explore new program offerings.
- Support staff in curriculum advancement and instructional excellence.
- Maintain high academic standards to prepare students for success beyond the elementary level.

Qualifications

- A committed Christian with a clear testimony of faith and alignment with the school's mission.
- Bachelor's degree in Education or Master's preferred; valid manitoba teaching certificate
- Minimum of 5 years of teaching and/or school leadership experience.
- Strong interpersonal, organizational, and communication skills.
- Demonstrated ability to lead a team with integrity, clarity, and compassion.
- Proven experience in educational administration, staff development, and school-community relations.

How to Apply

Interested applicants should submit the following:

- A cover letter outlining your vision for Christian education and leadership philosophy.
- A current resume.
- Contact information for three professional references.
- A statement of faith.

Please send applications to: boardsecretary@chsbrandon.ca

Application Deadline: May 30th, 2025

Join us in shaping future generations through Christ-centered education, rooted in faith and delivered in love!

Responsibilities of the Principal

1) Fulfill Christian Mandate

- a) The Principal-Administrator shall seek, in all the responsibilities stated below, to preserve and enrich the distinctive Christian atmosphere and commitment of Christian Heritage School.

2) Relations with the Students

- a) To attend to the general welfare, health and safety of students and to carry this out in co-operation with the Department of Health, the Fire Department and the Police Department.
- b) To enforce order in and near the school according to the discipline plan.
- c) To be responsible for the promotion or non-promotion of students after consultation with the teacher(s) and parents.
- d) To maintain adequate school records.

3) Relations with the Staff

- a) The principal shall be in attendance at the school one week prior to the commencement of classes.
- b) To keep the Board informed on all staff matters as it pertains to their teaching.
- c) To relay directives from the Board and report to the staff on decisions affecting the instructional program or any aspect of importance to the staff.
- d) To present clearly defined schedule and practice procedures at the outset of each school year.
- e) To supervise carefully the instruction given by the teachers and, where necessary, to offer corrections or assistance.
- f) To ensure that the staff with the principal follows a consistent manner of instruction and discipline.
- g) To mediate internal conflicts between staff members.
- h) To monitor parent-staff conferences at staff request.
- i) To keep open communication with staff members following classroom observations.
- j) To arrange staff meetings and preside over same. Staff meetings to be held at least once a month.
- k) To provide opportunity for weekly devotional meetings.
- l) To arrange for substitute teachers when required.

- m) To assure over-all responsibilities for janitor, volunteers and others who perform functions in the school.

4) Relations with the Board

- a) To be present at every Board meeting in order to take part in such discussions as they may relate directly to the school management; to make recommendations pertaining to same and to present advice on general matters under discussion (except where matters concerning own employment are under consideration).
- b) To report monthly at the Board meetings on conditions, staff concern and other management aspects of the school's daily operation.
- c) To be responsible for the implementation of policies adopted by the Board.
- d) To offer any information of specific issues involving students, staff or parents which the Board may, from time to time, request.
- e) To issue yearly, or otherwise requested, recommendations in the area of staff evaluations.
- f) To serve as an advisor on Board directed committees.
- g) To act as a liaison person for the school whenever necessary with respect to questions asked at committees or other educational meetings.
- h) To attend annually an approved Principal's Conference and report to the Board any matters covered at the conference which may be of value in the operation of the school. All reasonable expenses for registration, travel, lodging and food will be reimbursed by the Society on presentation of an itemized expense report.
- i) To keep the Board informed of his/her whereabouts during school holidays.

5) General Administration

- a) To assign staff individual teaching responsibilities.
- b) To prepare all necessary schedules (timetables, recess, noon hour supervision).
- c) To establish and maintain school files.
- d) To maintain student files.
- e) To prepare all necessary forms, statistical information, etc.
- f) To be responsible for all ordering procedures (educational supplies, instructional aids).
- g) To arrange for special services.
- h) To establish calendar dates for in-service, holidays, report issues, etc.
- i) To supervise the secretary and all office procedures.
- j) To answer school mail.

- k) To establish "snow-day" procedures and emergency substitution personnel assignment for absent staff members.
- l) To report regularly to the Board any maintenance and repair concerns.

6) Relations with Committees

- a) When asked, should be willing to assist any Committee in formulating a recommendation; advise and discuss matters as it relates to the mandate of the Committee.
- b) Work with the Hiring Committee in staffing the school with qualified Christian teachers.
- c) Reporting to the Hiring Committee - assign duties and responsibilities to all employed teaching personnel.
- d) Working toward improving the educational structure of the school.
- e) Make recommendations to the Board (having conferred with the staff) on matters which are directly related to the educative policies of the school.
- f) Inform the Building and Grounds Committee on any matters as they relate to the facilities.

7) Relations with the Community

- a) To arrange Parent-Teacher conferences, Open Houses, etc.
- b) To accommodate visiting parents or community representatives without causing disruption to the school.
- c) To communicate openly with parents on matters concerning student progress or behaviour with co-operation of the staff.
- d) To attempt to the best of his/her ability to accommodate complaints or issues raised by parents or others concerned against teachers, or against the instruction given in the school. Complainants shall have the right to appeal from the decision of the Principal to the Board.
- e) To represent the school (as far as he/she is able to on his/her own) with the Department of Education and try to maintain a healthy liaison with them.
- f) To communicate with the Brandon School Division.
- g) To be available to offer information of student records to schools receiving former students or specialist personnel assisting the instructor in diagnosis or treatment of the students.
- h) To be available when possible to speak on topics related to instructional or other areas of education for the information or discussion sponsored by official delegations of the Board or Society membership.
- i) To act as one of the official representatives of Christian Heritage School at meetings of the Manitoba Federation of Independent Schools.

8) Professional Development

- a) To explore, through conferences, courses and observation the on-going dynamics of this position with education today.
- b) To keep abreast with a variety of school instructional models and current trends in education, making application to Christian Heritage School where deemed suitable and to the best interest of increasing the quality of education at the school.
- c) To continually re-evaluate the scope of the position and seek where possible to bring about conditions which increase the effectiveness of Principal's role.

9) Re-Instructional Developments:

- a) To provide a fresh source of information and enthusiasm for developing innovative teaching methods within the school.
- b) To constantly improve and maintain a high standard of excellence with course instruction and future development of additional course options which positively augment the current curriculum and courses of instruction.
- c) To maintain a high quality of education at the school to enable the graduate to compete successfully at the school of his/her choice upon leaving Christian Heritage School.
- d) To seek to increase the professional awareness and development of each member of the staff through staff information on conferences, courses and promoting in-service at the school.
- e) To review and have at his/her disposal information on new and innovative materials for the staff.