



## Vice Principal of Learning

Pickering Christian School is looking for an experienced, passionate, and student focused Vice Principal of Learning to join our team! As an established Christian elementary school with 40 years in the Durham Region, PCS prides itself on creating an engaging and enriching learning environment with foundations in a Christian worldview that focuses on educating the whole child.

In this multifaceted role, the Vice Principal of Learning will serve as a key member of our Leadership Team, working closely with the Principal to foster a positive Christian learning environment and ensure the effective administration of the school. This role combines instructional leadership, staff supervision, curriculum oversight and administrative responsibilities.

As a faith based school, our Vice Principal of Learning will be a follower of Jesus Christ and an active member of an evangelical church.

The Vice-Principal of Learning is a year-round, full time role.

## Role Responsibilities

The below is a high level overview of key responsibilities of this role.

### *Instructional Leadership*

- Assist the Principal in developing and implementing the school's academic vision and goals.
- Monitor and support instructional practices to ensure alignment with curriculum standards and best practices.
- Support teachers with comprehension of curriculum content and prescribed methodologies.
- Foster relationships with parents and guardians to create a collaborative approach to student success

### *Staff Supervisor & Development*

- Assist in hiring, training, and evaluating school staff, including teachers, support staff, and administrators.
- Promote a culture of accountability and continuous improvement among staff.
- Organize staff meetings to discuss policies, instructional strategies, and school goals.
- Serve as a mentor to staff, providing guidance on professional growth and career development.

### *Administrative & Operational Responsibilities*

- Collaborate with the Leadership Team in building, implementing and reviewing school policies, procedures and guidelines
- Review school admission applications and administer testing to determine academic suitability.
- Engage with teachers and support them with personal and professional concerns.



# PICKERING CHRISTIAN SCHOOL

Educating The Whole Child

162 Rossland Road East Ajax, Ontario L1T 4V2  
905-427-3120 [www.pickeringcs.on.ca](http://www.pickeringcs.on.ca)

## Our Ideal Candidate:

The below qualifications and skill sets are required to be successful in this role.

- Provincial Teacher Qualification (OCT or equivalent)
- Bachelor's of Education Degree
- Master's degree in education is an asset, but not required
- Minimum of 5-7 years of teaching experience
- Preference having taught in two different divisions within a Christian School setting (primary, junior, intermediate, senior)
- Prior leadership experience in an educational setting
- Strong leadership and interpersonal skills.
- Excellent communication and conflict-resolution abilities.
- Knowledge of curriculum development, instructional practices, and assessment strategies.
- Proficiency in data analysis to inform decision-making.
- Familiarity with school policies, regulations, and legal compliance.

## Working at PCS

While offering an enriching environment for our students, we also value our staff and strive to create a positive workplace culture. As a PCS employee you will enjoy the below benefits and working conditions.

- A welcomed place within a supportive community of colleagues and families
- A collaborative and positive environment
- Opportunities for growth and development
- A comprehensive health benefit plan
- Competitive compensation package within the Christian education system
- Eight weeks vacation
- Participation in the Edvance Christian School Association network allowing for opportunities for professional development, networking and collaboration

If joining our team feels like the perfect next step in your career, we look forward to hearing from you! Please send a cover letter that includes your philosophy of Christian education and leadership, personal faith testimony, resumé and references to Mr. David Park at [dpark@pickeringcs.on.ca](mailto:dpark@pickeringcs.on.ca). Only those candidates selected for an interview will be contacted. Thank you!

Application deadline - April 1, 2025

Please note given our environment, the successful applicant must be able to produce a clear police and vulnerable sectors check.

*PCS is proud to be an equal opportunity employer. We practice ethical and fair hiring processes and strongly encourage applications from diverse backgrounds. Accommodations are available on request for candidates taking part in all aspects of the selection process.*