



Elementary School Principal Full Time, Permanent August 2024

A top Canadian Accredited Independent School (CAIS) school in Atlantic Canada, and Nova Scotia's only Catholic school, Sacred Heart School of Halifax (SHSH) teaches the whole child - mind, body, and spirit. Our iconic campus in the heart of Halifax offers co-ed education for JP-Grade 6 and single-gender education for Grades 7-12. With the global network of Sacred Heart schools, a rich and proud history, and a strong and unique set of core values, we offer not just an education but an experience that is unparalleled in this region.

We are currently seeking an experienced and committed educator with a proven record of excellence in teaching and learning to lead the Elementary School forward according to the Sacred Heart vision of education as embodied in the Sacred Heart *Goals and Criteria*. The successful candidate will be directly responsible for the faculty, students, and daily operation of the program (curricular and extracurricular) and will participate with other members of the Administration in leading and managing the School to ensure alignment with the *Goals and Criteria* and the Strategic Plan.

The Position Description can be found [here](#).

The Successful Candidate will:

- Have experience as a principal with an advanced degree in education and a record of excellence in curriculum and instruction, relational leadership skills, and a strong appetite for continuous school improvement;
- Attract, develop, retain, and supervise talented faculty who are committed to the *Goals and Criteria* of Sacred Heart education while also inspiring and challenging them and their students to strive for excellence;
- Practice and encourage transparency, candour, and inclusion in decision-making, and foster a climate of trust;
- Work collaboratively with the Academic Team including the Senior School Principal and Vice Principals, and the Head of School;
- Support the Head of School to move the School forward in ways consistent with the *Goals and Criteria* and the Strategic Plan;
- Work collaboratively with Leadership Team members;
- Possess exceptional management, communication, and organization skills, along with the ability to manage many competing priorities at once;

- Model a spirit of service in the day-to-day administration of the School;
- Be a spiritual leader and work collaboratively with the Campus Minister;
- Understand and embrace the call for being visible, approachable, and available to faculty, families, and students;
- Work collaboratively with the Institutional Advancement Team which includes the Admissions Office to help set enrollment goals that are achievable and fiscally responsible, and engage in the recruitment of mission-appropriate students; the Advancement Office to advance the Sacred Heart mission by supporting community events and fundraising efforts by building trust with parents and alums; and the Marketing and Communications Office to support marketing activities, research, and relevant and timely communication;
- Assist and support the processes of institutional accountability for the Canadian Accredited Independent Schools (CAIS) and the Sacred Heart Commission on Goals (SHCOG).

We Offer:

A competitive salary, a comprehensive benefits package, professional development, a matching RRSP program, and a wonderful work environment.

The Timing:

Applications are due by May 10, 2024. The position starts on August 1, 2024. Only those selected for an interview will be contacted.

Conditions of Employment:

The successful candidate will be required to complete a Criminal Background Check, Vulnerable Sector Check and Child Abuse Registry Clearance.

How to Apply:

Interested candidates should submit a cover letter, resume, and statement of educational philosophy to:

Dennis Phillips, Head of School

careers@shsh.ca

Sacred Heart School of Halifax

5820 Spring Garden Road

Halifax, Nova Scotia B3H 1X8 Canada

We welcome applications from Indigenous People, African Nova Scotians, women, and other racially visible persons and persons with disabilities. If you are a member of one of these equity groups, you are encouraged to self-identify on your cover letter.