



Job Title:	Principal
School:	Our Lady of the Wayside Catholic School
Location:	Peterborough, Ontario, Canada
School Type:	Private Catholic School

We are seeking a dynamic, faith-driven, and experienced Principal at Our Lady of the Wayside Catholic School and Chesterton Academy. Our Lady of the Wayside is a private Catholic classical education institution in Ontario, Canada, serving students from Kindergarten to Grade 12. The ideal candidate will be responsible for upholding the school's mission, which integrates Catholic teachings, classical liberal arts education, and a supportive community environment. This role requires a visionary leader who can ensure academic excellence, foster spiritual development, and commitment to the school's values for the entire school.

The role is a full-time 5 days per week, with paid leave during Christmas, Easter and summer break.

Duties and Responsibilities

1. Catholic & Academic Leadership and Vision:
 - Lead the school's academic programs, ensuring alignment with its Catholic identity, classical liberal arts philosophy, and academic objectives.
 - Serve as the spiritual leader, of the school community, promoting a Christ-centered environment that nurtures students' faith formation and moral development.
 - Participate in institutional planning, evaluation, and decision-making as a non-voting member of the school board.
 - Implement the school's vision, goals, and strategic plans in collaboration with the school board, faculty, parents, and the broader school community.
 - Cultivate a Catholic atmosphere where prayer, sacraments, and Christian values permeate all aspects of school life.
 - Foster relationships, in collaboration with the Fundraising & Enrolment Director, with local parishes, the Diocese, and the greater Catholic community.
2. Academic and Student Life
 - Oversee the development, implementation and regular review of the curriculum, both in Elementary and High School, to ensure adherence to Catholic classical liberal arts principles.
 - Develop academic policies and procedures including admission standards, grading, homework workload, assessments and student progression.
 - Develop standardized ways of measuring student performance against objective benchmarks.

- Work with faculty and staff to identify and support students requiring academic assistance, ensuring appropriate interventions are in place.
- Disciplinary point of contact with teachers, students and parents, relating to student concerns or grievances.
- Develop and enforce a code of conduct and disciplinary sanctions that reflects the moral teachings of the Catholic Church, ensuring a respectful and disciplined learning environment.

3. Administrative:

- Search, interview, contract, onboarding and coaching of K-12 teaching staff, ensuring their qualifications, teaching excellence, and commitment to the school's mission.
- Coordinate student admissions, ensuring proper application, screening and on-boarding.
- Oversee the purchase and selection of books and academic resources, ensuring fiscal responsibility and effective allocation of funds to support academic priorities.
- Lead teaching staff orientation prior to new school year, as well as professional development days throughout the year.
- Oversee academic scheduling of K-12 grades, including teacher assignment planning and supply teacher coverage when needed.
- Provide mentorship, guidance and training to faculty relating to Classical liberal arts pedagogy and curriculum implementation.
- Supervise and evaluate K-12 teaching staff, focusing on proper classroom management, teaching technique, professionalism and IEP implementation (when needed).
- Mediate and resolve academic concerns or grievances involving faculty and students.
- Guide faculty in report card preparation and conduct final reviews.
- Owner and administrator of school information system (SIS) and learning management systems (LMS) used at Wayside as well as maintenance of accurate academic records in collaboration with the administrative staff.
- Adhere to budget targets set by school board.

4. Community Engagement and Communication:

- Act as a key advocate for the school's academic vision, communicating it effectively to faculty, students, parents, and the wider community.
- Maintain open lines of communication with parents regarding student progress, school policies, and events, ensuring transparency and building trust within the school community.
- Actively engage in professional development and stay informed on trends in Catholic education, classical pedagogy, and school leadership.
- Liaison with Chesterton Schools Network as school head.

5. Teaching

- No more than two classes/subjects per term.
- Coverage for absent teachers and assistance in classroom as required.

Qualifications

- Committed to upholding and promoting Catholic teachings and values.
- A Master's degree in Education, Educational Leadership, or a related field (or equivalent experience).

- At least 4-5 years' experience in teaching role at Elementary (preferred) and/or High School level
- 2-3 years' experience in school leadership role is preferred.
- Familiarity with classical education models and philosophy.
- Strong understanding of educational practices, curriculum development, and student assessment. Excellent interpersonal, communication, and organizational skills.
- Commitment to learning and developing leadership skills and collaboration with the Board of Directors. A passion for integrating faith, learning, and character formation in a school environment.

How to Apply?

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to the Chair, Board of Directors at chair@olwayside.ca. Applications will be evaluated on a rolling basis and will continue to be accepted until the position has been filled.

Our Lady of the Wayside School is an equal opportunity employer and welcomes applications from all qualified individuals. If you require an accommodation through the recruitment process, please email chair@olwayside.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.