

Junior School Director

Armbrae Academy is one of the top independent schools in the country. It is a fully accredited member of CAIS (Canadian Accredited Independent Schools) and offers an enriched university preparatory curriculum that can culminate in Advanced Placement (AP) credits in the high school. Armbrae is a co-educational, non-denominational, day school of 250 students from Grades Preschool through Grade 12.

Duties and Responsibilities

The Junior School Director is responsible for the Primary to Grade Six division of Armbrae Academy and reports to the Head of School. The Junior School Director works cooperatively with the Preschool and Senior School Directors. The Junior School Director position includes, but is not limited to, the following areas of responsibility. These duties and responsibilities may change at the discretion of the Head of School.

Administration:

- to be accountable to the Head of School
- to provide input and feedback to the Head of School
- to organize the schedules and timetables of the Junior School staff (classroom and specialists) (e.g. timetables, student supervision, etc.)
- to coordinate the Admissions process for the Junior School, in cooperation with the Head of School (e.g. Primary Information Nights, Primary Orientation and Parental Admissions Meetings, and tours showcasing the school)
- to foster the tone and morale of the Junior School
- to organize Junior School Faculty Meetings
- to administer the Junior School Discipline Code (including documentation where necessary)
- to arrange for substitutes when required
- to organize the Primary Commencement Ceremony the first Friday in September; Remembrance Day Ceremony (in November), and Grandparents Day (in May).
- to provide the Head of School input for the development or revision of Junior School policies
- to provide information to the Business Office, as required or requested
- work collaboratively with the Preschool and Senior School Directors

Faculty:

- to provide staff with information regarding professional development opportunities, as well as to organize /coordinate opportunities for the staff
- to coordinate and write the Junior School faculty evaluations
- to work with teachers to incorporate a variety of teaching styles and academic instructional activities in their program (e.g. 21st Century Learning, Critical Thinking skills, Global Awareness, etc.)
- to provide feedback, support as individuals require
- to coordinate and monitor the Supervision Schedule, in coordination with the Senior School Director
- to cooperatively develop, with the Head of School, the Annual Professional Goals of Junior School staff

Academic Program & Instruction:

- to coordinate the selection and provision of curricular materials
- to coordinate and insure the annual update of the course outlines
- to consult with appropriate staff on matters involving the Junior School curriculum
- to annually coordinate the selection of student academic awards
- to coordinate the programming for students requiring support provided by the Learning Strategist
- to monitor the display of student materials

Communication:

- to post on the Website appropriate policies and information for the Junior School parents
- to provide weekly information updates to parents (e.g. the electronic Junior School News)
- to provide information to the APA (Armbrae Parent Association) and the Board of Governors, as required
- to maintain communication, in a timely manner, with the Head of School and Senior School Director (e.g. weekly Administrative meeting) regarding the operations of the Junior School
- to communicate with parents, in a timely manner
- to participate in parent/ teacher meetings, as is appropriate
- to participate in monthly meetings with the Senior School Director and the Athletics Director to facilitate coordination, events and risk management
- to participate in morning Assembly and share information from the Junior School
- to produce a Junior School weekly newsletter to be sent to parents on Fridays of each week

Student Life:

- to coordinate, with the Senior School Director, the transition of Junior School students into the Senior School
- to monitor the safety and cleanliness of the Junior School environment
- to maintain First Aid supplies in a central location (e.g. photocopy room)
- to provide staff with medical information of students with allergies, epi-pens etc.
- to monitor student attendance and performance and address any concerns that may arise from these forms of data in a proactive manner

Evaluation:

- to establish the annual timetable for reporting to parents
- to facilitate use of a variety of assessment and evaluation tools
- to review each student report at each reporting period prior to parent distribution

Overseeing Custodial staff:

- to coordinate and monitor daily, monthly, weekly tasks with/of the custodian
- to review and evaluate job performance