



Career Opportunity

Vice Principal

L'nu Sipuk Kina'muokuom (LSK) School
(Full-time Permanent)

Closing:

July 30, 2025

Anticipated Start Date:

Immediate

Salary Range:

Based on NSTU Pay grid

General Description:

The Vice Principal supports the principal in the overall administration of the school. This role focuses on assisting with instructional leadership, student discipline, staff support, and daily operations to ensure a safe and effective learning environment.

Responsibilities:

Instructional Support

- Assist in the implementation and evaluation of instructional programs.
- Support staff development through classroom observations and feedback.
- Help analyze student performance data to inform instructional decisions.

Student Discipline and Welfare

- Enforce school rules and behavioral expectations consistently and fairly.
- Handle disciplinary issues, conflict resolution, and student support referrals.
- Promote positive behavior interventions and restorative practices in line with Mi'kmaq cultural values.

Staff and Administrative Support

- Help coordinate staff schedules, duties, and supervision.
- Assist in staff evaluations, mentoring, and professional development activities.
- Collaborate with the principal on recruitment and onboarding of new staff.

Operational Management

- Oversee daily school operations including lunch, bus duty, and school events.
- Assist in managing school safety protocols and emergency drills.
- Support the coordination of testing, special programs, and assemblies.



Family and Community Engagement

- Communicate regularly with parents/guardians about student progress and concerns.
- Represent the school at community events and parent meetings when needed.
- Promote family involvement in school activities and initiatives.

Qualifications and Experience/Skills:

- Master's degree in educational leadership, Administration, or related field.
- Valid Nova Scotia Teacher's License.
- Minimum of 3–5 years of teaching experience; leadership experience preferred.
- Strong skills in communication, problem-solving, and conflict resolution.
- Knowledge of curriculum, instruction, and student behavior management.
- Strong knowledge of the Mi'kmaq culture, history and language.
- Ability to work with all stakeholders including grandparents, parents, students, Council members and staff.
- Excellent communication and strong educational leadership skills.
- Supervisory and staff evaluation experience.

Benefits:

This position comes with a variety of benefits including Sick leave, Personal leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.