



POSITION SPECIFICATION

Head of School
West Island College
Calgary, AB



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ORGANIZATIONAL DESCRIPTION

West Island College was founded in 1974, in response to the need for an academic program dedicated to preparing students for post-secondary studies and for the reality of contemporary Canadian society. The first campus was established in Pointe-Claire, Quebec; it subsequently moved to Dollard-des-Ormeaux, Quebec, situated in the West Island region of Montreal. Throughout the College's history, it has been met with outstanding success in each of its pursuits - substantiated by the College's rapid growth. From a modest genesis of 40 students, the original campus now accommodates more than 550 students in a state-of-the-art facility.

With an ongoing commitment to the development of the whole child, WIC embarked on an ambitious program of expansion. In 1982, WIC of Alberta opened in Calgary. From an initial group of 39 students, the Calgary College is now at full capacity for students.

WIC recognizes the need for a well-rounded educational experience. Through the French Immersion, French and Spanish as Second Language programs, the International Studies Program, the Institutes (Business, Engineering, Health Sciences, Liberal Arts, & Fine Arts), the Outdoor Education Program, Wolves' Den Speaker Series, and rigorous academic programming (including Advanced Placement), the College is actively involved in the pursuit of excellence at home and around the world. Through the years, these opportunities have expanded to include the Sailing Education Adventures (S.E.A.) Program, the Marine Biology Studies at Bamfield, a Business Institute trip to the New York Financial District, a Junior School French Immersion trip to Quebec City, as well as DELF (Diplôme d'études en langue française), and DELE. In 2012, West Island College was accredited by CAIS (Canadian Accredited Independent Schools).

At WIC, incredible opportunities happen every day in an environment where learning is tailored to each individual student; where relationships are nurtured through effective teamwork and collaboration; and where students are immersed in a community of enthusiastic learners. WIC emphasizes respect, responsibility, and citizenship. They believe that inspiring their students to pursue excellence in academics, leadership, athletics, and global awareness prepares them for success in the future.

Our Purpose:

We unleash the potential of passionate and creative problem solvers, ready to contribute to a better world. At WIC...

- ❖ You can be strong and sure of who you are and what you can do.
- ❖ You can be brave, exploring outside of your comfort zone.
- ❖ You can fail without fear, knowing there's a whole community behind you.
- ❖ You can be inventive, outrageous, playful and fun.
- ❖ You can be gentle, thoughtful and introspective.
- ❖ You can learn without limits and wonder without walls.
- ❖ You can be part of something bigger – a team, a family, a community.
- ❖ You can be the most authentic version of you.
- ❖ You can be fierce in your path, wherever it takes you.
- ❖ You can be anything, because at WIC, it's your future to own.

Our Promise:

We challenge, inspire and support one another as we create and imagine our best futures.

Our Commitments:**Confidence**

WIC students are ready for the challenges and opportunities life presents them. They grow strong, self-assured and motivated by each WIC experience. Through academic rigour and a supportive environment, our students become resilient problem-solvers who believe they can, and will, achieve what they set out to do.

Creativity

Together WIC students and faculty build a powerful culture of creativity that is without boundaries. We are critical thinkers who challenge ideas, pave new paths and encourage inventiveness whenever possible.

Connection

As a close-knit community, we know and care about each other. We foster an environment where students can feel supported while building their futures.

Faculty Credo:

We support a philosophy that has the interests of the individual child as the focus.

- ❖ Children have needs which we are responsible for fulfilling:
- ❖ They need to be loved, so it is our responsibility to treat our students with love, kindness and respect.
- ❖ They need to be guided, so it is our responsibility to model the behavior that we expect of them.
- ❖ They need to be encouraged and challenged, so it is our responsibility to be enthusiastic, well prepared and flexible in our teaching.
- ❖ They need to belong, so it is the responsibility to all of us, staff and students, to generate a sense of community within the school and an appreciation of our place in the community at large.

As a community:

- ❖ We should take pride both in our accomplishments and in the accomplishments of our fellows.
- ❖ We should be proud of the bilingual heritage of our country and in the bilingual nature of our school.
- ❖ We should work with the school community to generate in all members of this community a sense of respect for ourselves, for our fellows, for our diversity and for the school.
- ❖ We should work to generate a sense of commitment both to the school and to the larger community of which we are a part.
- ❖ To achieve these goals, we will work together harmoniously and honor our commitments.



To learn more, visit <https://www.westislandcollege.ab.ca/>

SCOPE AND RESPONSIBILITIES

Reporting to the Board of Directors and working effectively with the Senior Leadership Team, the Head of School is the educational leader and, as Chief Executive Officer, is responsible for all academic, financial, and administrative aspects of WIC. With over 560 students in grades 7-12 and with an operating budget of \$13M, this role is instrumental in championing WIC's strategy, upholding their mandate and driving the advancement of the College.

The new Head of School will guide, nurture, and empower a high performing team, building trust and providing vision and informed decision making. As a prominent institution in the Calgary community, this position serves as the face of the College, building external relationships, inspiring confidence, and serving as a role model for WIC's culture.



SPECIFIC RESPONSIBILITIES

- Oversee all operations and provide guidance and vision for the future of the College;
- Work in partnership with the Board of Directors to develop and implement the strategic plan;
- Advise and build upon the strategic plan and vision, develop and implement appropriate action plans, support the College's advancement initiatives, and promote an inclusive school culture;
- Foster a climate that encourages innovation, experimentation, responsibility and accountability;
- Inspire and maintain high standards of teaching and learning, and provide an atmosphere where students, teachers, and staff can flourish;
- Provide leadership in recruitment, motivation, evaluation and on-going professional development, while challenging and mentoring faculty and staff in a collaborative team environment;
- Support and uphold the traditions of the College, encouraging excellent conduct and ensuring high standards throughout;
- Sustain and enhance the quality of the educational experience to ensure that the College is providing exceptional value and is responding to the constantly evolving expectations of its internal and external communities;
- Engage, educate, develop, fundraise, and communicate in order to build and sustain positive and enduring relationships with internal and external constituents;
- Support fundraising initiatives and assist in the development of a culture of philanthropy for the benefit of the College;

- Maintain excellent communications, cooperation and engagement among the stakeholders that make up the College community – students, faculty, staff, parents, alumni, the Board of Directors and critical friends;
- Ensure the continued strengthening of the College’s financial well-being and oversee the preparation and administration of the operating budget; and,
- Act as spokesperson and ambassador for the College to external organizations and communities, such as the Canadian Association of Independent Schools (CAIS), Association of Independent Schools and Colleges (AISCA), as well as other local, regional, national, and international bodies.

DESIRED CANDIDATE ABILITIES, BACKGROUND AND EXPERIENCE

Given the role this individual will play in WIC’s continued growth and success, it is essential that the successful candidate possess the following education, experience, and personal characteristics:

EDUCATION

- Master’s degree is required.



EXPERIENCE

- 15-20+ years’ progressive experience in public and/or private educational institutions up to the Head of School/Principal level, or Deputy Head of School level at a larger school;
- Academic stature required to foster a rich learning environment that engages and inspires students, faculty, staff, and community;
- Experience at the Junior and High School levels;
- Solid understanding of Alberta Education, the Education Act and associated provincial legislation;
- Experience in leading, developing, engaging, motivating and retaining a high performing team;
- Background in dealing with new technologies, systems, processes and formalizing documentation that will enable growth and positively impact the learning environment;
- Background working with a Board of Directors previously as well as improving governance would be an asset;
- Experience in understanding the local market served, building community, have acted as the trusted public face of an educational institution previously;
- Exemplary public speaking skills;
- Solid understanding of Human Resources;

- Demonstrated success managing a complex, multi-stakeholder institution, with the ability to improve efficiencies, manage risks, and identify opportunities for synergy;
- Strong financial and business acumen, including solid fiscal and analytical abilities;
- Successful with leading and managing institution-wide change such as a turn-around, culture shift and/or implementing new ideas and innovation;
- Proven expertise in fostering collaboration across diverse stakeholder groups;
- Experience as a tactful and ambitious fundraiser, with the ability to lead campaigns, expand private and public funding, and create mutually beneficial partnerships; and,
- Bilingual French would be an asset.



PERSONAL / PROFESSIONAL ATTRIBUTES

- Dynamic leader who is inspirational and visionary, and can instill trust and confidence in others creating a sense of ownership and accountability;
- Progressive and a forward thinker, confident in abilities with a gracious ego;
- Authentic, down to earth and personable with a highly evolved sense of empathy;
- Displays a high degree of self-awareness with exceptional relationship building skills leading to an ability to unite a team behind a common objective and influence attitudes and behaviors;
- Excellent oral and written communications skills and a superb listener;
- Creative/innovative mind, a clear respect for organizational history but a change agent who can move the College forward;
- Energetic, passionate and curious about learning, an individual that values Teachers, is visible, enabling and empowering;
- Client service mentality, can engage with parents, is warm and relatable;
- Exceptional interpersonal and people skills, ability to work collaboratively; and,
- Motivating, a strong team player who is open, honest and values diversity of thought.

ATTRactions

This role provides an opportunity to:

- Lead a school that is for the whole child and not just academically focused;
- Join an established, welcoming school which has a strength of spirit and pride in itself and where families, faculty and staff as well as the broader community all join together for the benefit of the students;
- Inherit a school that is well positioned and in solid financial shape;
- Be part of “the little school that could” which has grown up but is not entitled, haughty or pretentious; and,
- Lead an incredible team of faculty and staff all dedicated to preparing students for their future.



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