

**ALBERT COLLEGE**  
**Job Description**

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**Title:** Assistant Head – Senior School

**Reports To:** Head of School

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The Assistant Head reports directly to the Head of School and is the Senior Leader second to the Head in authority for managing school operations and will take on the role of Head of School in the absence of the Head (including being the school's alternate public representative at internal and community functions).

The Assistant Head is responsible for overseeing the following general areas: all operations of the Middle and Senior Schools including program implementation and evaluation, curriculum development, assessment and evaluation, scheduling, budget management, student discipline, student life, student leadership, faculty and staff professional development, and home-school communication.

The Assistant Head will champion the vision, philosophy and goals of the day-to-day academic, co-curricular, and boarding programs while working collaboratively with faculty and staff to ensure alignment and advancement of strategic priorities. The Assistant Head serves and strengthens Albert College by setting and maintaining high standards for the quality of programming in the Middle and Senior Schools and by working in conjunction with Enrolment Management to recruit mission-appropriate students. The Assistant Head works in cooperation with all staff to promote the College and to raise its profile and reputation.

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**SPECIFIC DUTIES AND RESPONSIBILITIES**

**LEADERSHIP QUALITIES**

- a) Identifying, Planning and Executing – demonstrates outstanding organizational skills with superior attention to detail to manage information, set priorities, reconcile competing demands and respond to the unique individual needs of each constituency group
- b) Teamwork and Partnership – demonstrates:
  - the ability to work effectively with diverse and international populations
  - a high level of initiative paired with the skills to work in a dynamic environment
  - a positive, collegial approach to working within a collaborative environment
  - the ability to keep constituents informed and up-to-date about group processes, individual actions, and influencing events
- c) Customer Service Sense – demonstrates:
  - ability to work together with all constituents of the College to problem solve and provide applicable knowledge and assistance
  - ability to promote the vision of Albert College and act as an ambassador for the school
  - excellent communication skills including tact and diplomacy, presentation and interpersonal skills for dealing with all constituents of the College and the community
- d) Judgment and Decision Making – reviews alternatives before making decisions, looks for the most effective and productive course of action

- e) Analytical Agility - Understands and responds to organizational needs by looking for opportunities to improve and modify approach appropriately. Makes decisions that reflect the best interest of the College

### **Academic**

- Develop the academic timetable and student timetables
- Assign classes and extra-curricular activities to faculty
- Oversee the preparation of academic reports
- Co-ordinate reporting systems for student evaluation including preparation of Honour Roll and Outstanding Learning Skills lists
- Develop Individualized Learning Plans for students with identified learning needs
- Oversee preparation of duty roster, examination timetable, and attendance records
- Monitor budgets for Academic departments and assist Chief Financial Officer and Head of School with prioritising funds for academics
- Oversee administration of the Ontario Secondary School Literacy Test
- Work with the Coordinator of Summer School to oversee the Summer School Program
- Coordinate the preparation for the Canadian Accredited Independent Schools (CAIS) accreditation of the College
- Oversee Ministry of Education inspection
- Oversee the production of the Academic Calendar and corresponding agenda
- Work with Admission Office to coordinate Financial Assistance and Scholarships
- Oversees the student Prefects

### **Faculty and Professional Development**

- Conduct faculty and staff interviews and make hiring recommendations to the Head of School
- Oversee the professional development of faculty
- Manage teacher absenteeism
- Chair weekly faculty meetings
- Act as the College's CIS Professional Development representative
- Along with the Junior School Principal, chair the Grade Leads Committee, including facilitating the agendas for meetings and communicating outcomes to staff
- Along with the Junior School Principal, oversee the Coordinator of Teaching, Learning, and Innovation
- Supervise the Resource Centre personnel
- Supervise the Director of Guidance and Academic Office
- Supervise Boarding staff
- Supervise Nursing staff

### **Curriculum Implementation**

- Ensure that Course Outlines, Course Calendar, OSR's, and teaching practices are current and meet Ministry and school requirements
- Develop plans for the implementation of new curriculum, assessment strategies and teaching practices
- Promote and develop the ESL program
- Monitor assessment techniques and take remedial actions where necessary
- Promote curriculum continuity between the Junior and Senior Schools
- Promote the use of technology in the classroom and assist in the development of the school's technology plan

- Coordinate student Advanced Placement testing, as required

### **Guidance, Advisors & Reporting**

- Assign Advisors and determine their responsibilities
- Schedule the advisor communication plan
- Oversee the process of course selections and provide counselling to students
- Co-ordinate reporting systems for student evaluation
- Oversee Parent-Teacher Interviews
- Respond to parent or student academic concerns
- Oversee the development of remedial plans for students in academic or social difficulty
- Review the English as Second Language List each year
- Evaluate and develop a comprehensive Guidance program with the Director of Guidance
- Organize annual English and Math diagnostic testing
- Review student files for educational assessments and recommended accommodations and communicate this information to staff through formalized learning plans
- Assist Director of Guidance with the implementation of academic tutoring
- Keep abreast of College and University admissions processes

### **Operations**

- Is an ex-officio member of the Board's Long-Range Planning Committee
- Manage the student handbook and contribute to all other school handbooks
- Co-ordinate school opening and closing
- Oversee Convocation
- Oversee summer programs
- Publish weekly "What's Happening" flyer
- Manage student discipline
- Serve as a member of the Senior Leadership Team and other committees as needed
- Act as Head of School in the absence of the Head of School

### **Supervisory Duties**

- Undertake various school supervisory duties as needed

### **Health & Safety**

- Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect his/herself

### **Working Conditions**

- Work is a combination of deskwork, computer work and human interactions
- Word processing, email and scheduling requires extended periods of keyboarding and viewing monitors
- Work will involve some weekend and evening events
- Some travelling will be required
- There will be extended periods of time at a desk in a sitting position and some lifting of packages and equipment

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Assistant Head – Senior School

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Head of School

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Date

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Date