

ASSISTANT HEAD OF SCHOOL

Organization: private school

Location: Montreal

SUMMARY

The Assistant Head of School reports to the Head of School and shall be responsible for all matters relating to student life, discipline, school procedures, communications, enrollment, sports teams and day-to-day operations of the school, as instructed by the Head, and shall make recommendations to the Head regarding problems or concerns relating to any such matters.

ROLES AND RESPONSIBILITIES

- Manage a team responsible for student life, discipline, communications and admissions
- Present the school to prospective students and parents, which includes systematic and efficient handling of applications, school visits and communication with parents
- Oversee the admission office and creation of marketing materials, mailings and publications.
- Oversee activities intended to interest parents in sending students to our school: social media, press releases on events, and oversight of the web site
- Manage the re-enrollment of current students for the succeeding year
- Schedule and organize special programs and gatherings.
- Oversee the network of parents, former parents and alumni to assist in the admissions program.
- Supervise and evaluate the interschool and intramural athletics for the entire school.
- Oversee student discipline, follow-through with correspondence recordkeeping relating to discipline and to counsel students when necessary, working closely with team members.
- Be a visible presence in all areas of the school; to work toward a resolution of all problems – both routine and unique – as they arise; to keep the head of school informed of the general programs, activities, and problems of the school.
- Represent the school at various government agencies, and educational and community associations relative to the role of being Assistant Head of School.
- Attend all administrative and Board meetings as required by the Head.

QUALIFICATIONS

- Bachelor's and/or Master's in education; graduate studies in educational leadership an asset
- Significant previous experience in a leadership and/or administrative position in a school
- Fluently bilingual
- Experience managing a small team
- Exceptional customer service skills and approach
- Ability to work well with different personalities and a diverse student and parent body
- The highest ethical and professional standards
- At ease with many types of software and up to date with trends in information technology

CONTACT INFORMATION

Please forward your CV/résumé, in confidence, to SHORE & Associates:

Michel Ohayon: mohayon@shoreassoc.com – 514-878-4777

Please note that only candidates selected for interviews will be contacted.