



SATHYA SAI SCHOOL OF TORONTO – CANADA

May 14, 2024

Position: Principal

Location: Sathya Sai School, Toronto

Position Type: Full-time, Permanent, Contract

Start Date: July 15, 2024

About Sathya Sai School Toronto - Canada

Sathya Sai School Toronto – Canada (“School”) is founded upon the universal ideals of Human Values and aims to inspire the integration of these values in schools across Canada. The Sathya Sai Education in Human Values (“SSEHV”) program awakens intuition and conscience, transforming one’s character. We provide students with an environment that helps them gain confidence to become good, intelligent, socially responsible citizens.

Job Description

Under the supervision of the Board of Directors, the Principal will manage the School curriculum and provide strong leadership to our teachers. The Principal will be highly visible in the School, be active in the community, and make themselves available for parent consultations, taking parent suggestions, and discussing the educational needs of individual students. The Principal will also ensure that every teacher is trained and has the resources needed to meet the province’s curriculum requirements, including the

value-based education curriculum prescribed by the SSEHV program. The Principal must possess a strong understanding of the teachings of Sathya Sai Baba and demonstrate the values specified by Sri Sathya Sai Baba, His life, and His mission.

Responsibilities

Leadership and Professionalism

- Model responsibility, integrity, and thoroughness in tasks.
- Lead teachers and staff by example.
- Set and communicate goals and objectives for teachers and students.
- Ensure students meet and exceed their learning objectives.
- Handle confidential student and teacher disciplinary matters.
- Manage teacher hiring and orientation in collaboration with the Administrative Director and the Board of Directors' hiring committee.
- Participate in and prepare the agenda for the regular Education Committee meeting with directors and committee members.

Curriculum Management

- Ensure School lesson plans are prepared, documented, and adhered to.
- Create timetables for teaching that maximize student learning time.
- Promote a school environment where parents are welcomed, respected, and valued as partners in their children's learning partners.
- Monitor student progress and ensure that 90% of students achieve at or above provincial reading, writing, science, and mathematics standards.
- Ensure teacher-prepared lesson plans to facilitate teaching continuity during teacher absences.
- Monitor each teacher's progress with the Ontario Curriculum requirements and its timely completion.
- Conduct timely evaluations of teachers and review Annual Learning Plans
- Manage the OSR documentation and report card approval for all teachers

- Ensure professional development for teachers by assessing strengths and weaknesses in curriculum delivery
- Ensure fair and equitable assignments of planning time for all teachers
- Manage teacher absences and ensure appropriate coverage during any teacher absences by developing a pool of supply teachers and managing supply teacher assignments
- Keep updated with any ministry curriculum updates and ensure teachers learn, adapt and implement changes in a timely manner

Community Engagement

- Develop connections with other organizations and the educational research community.
- Engages with stakeholders, including local school boards, educational organizations, and government bodies.

Logistics and Communication

- Plan full-year academic School programs.
- Oversee external School activities such as student field trips.
- Ensure the integration of SSEHV human values into the curriculum and teacher training.
- Manage parent council meetings, teacher meetings, report cards, attendance records, OSR and other foundational aspects of school activities.

Continuous Improvement and Innovation

- Innovate the curriculum with leading-edge teaching techniques.
- Actively engage in professional development and represent the School at educational events.
- Regularly present comprehensive School activity reports to the Board of Directors.

- Assess methods to help students and teachers achieve their educational objectives.
- Continue to maintain a culture of equality and diversity throughout the school.

Team Management and Development

- Guide teachers in resolving classroom issues.
- Create professional development and growth plans for teachers.
- Establish regular written performance evaluations for both new hires and existing teachers using the most current techniques used by school boards.
- Ensure effective management of office staff and volunteers to ensure smooth school operations.
- Hold employees accountable and report on performance-related matters to the Board.

Policy Adherence

- Ensure teachers and staff adhere to applicable School policies and procedures.
- Resolve issues, including disciplinary actions, in the best interest of the School, students, and teachers.

Instructional Oversight

- Observe classroom instruction and provide constructive feedback to teachers.
- Assess the contribution of out-of-classroom activities to student learning priorities.
- Guide teachers in solving classroom problems.

Professional Development and Reporting

- Attend professional development courses and represent the School at conferences and events.

- Regularly report on School activities, student performance, and operational findings to the Board of Directors.
- Develop and Maintain an educational budget for school supplies, resources and student activities.

Regulatory Compliance

- Ensure compliance with Ontario Ministry of Education regulations, including NOI ONSIS and OSR.
- Adhere to Toronto Public Health guidelines, including those related to communicable diseases.
- Ensure the school complies with all relevant laws, regulations, and policies, including education laws specific to Ontario.

Future Planning

- Train and designate a Teacher in Charge to assume responsibilities in the Principal's absence.

Innovation and Problem-Solving

- Research and integrate innovative teaching techniques and best practices into the curriculum.
- Promote technology integration into the curriculum.
- Ensure teachers are updated with the latest educational practices.
- Conduct educational research within the school to help improve teaching and learning.

Diverse Engagement and Inclusivity

- Ensure the school respects and embraces all major faiths.
- Prepare Calendar events and implement them to recognize and integrate various cultural celebrations.

- Promote all-encompassing educational opportunities for students and community members within the school.
- Create an inclusive environment for students from diverse backgrounds, emphasizing equal opportunities for all.
- Celebrate cultural diversity, understanding the significance of cultural sensitivity, and actively engaging with various communities.

Parental Involvement

- Build strong relationships with parents and actively involve them in their children's learning journey.
- Conduct parent-teacher meetings, open houses, and other initiatives encouraging parental engagement and volunteerism with school activities.
- Prepare meaningful communications for the community, including the principal's message for weekly missives and quarterly newsletters.

Mental Health and Well-being

- Promote student mental health and well-being.
- Implement programs and support systems to address students' emotional and psychological needs.

Professional Learning Communities

- Promote a culture of continuous improvement and collaborative learning among teachers and staff through Professional Learning Communities (PLCs).

Environmental Sustainability

- Promote the school's commitment to environmental sustainability and show how the principal supports eco-friendly practices.

Additional Duties

- Perform any other duties and responsibilities as directed by the Board of Directors.

Skills and Certifications

Minimum Qualifications

- Strong awareness and understanding of the teachings of Sathya Sai Baba.
- Master's Degree or PhD in Education.
- Certification from the Ontario College of Teachers.
- 2+ years' experience in a school leadership role.
- Valid provincial teaching license.
- Possess or in the process of obtaining the Ontario Principal's Qualification (PQP)
- Proven history in improving teacher performance.
- Excellent verbal, written, and interpersonal communication skills.
- Strong leadership, prioritization, and time management skills.
- Detailed knowledge of the Sathya Sai Education in Human Values Program is an asset

Required Skills

- Comfortable taking on a leadership role and demonstrating leadership excellence.
- Able to see the big picture.
- Service-oriented.
- Strong planning and organizing abilities.
- Empathetic and sociable.
- Diplomatic and skilled in problem-solving.
- Passionate about building relationships within the school community.

We Value Diversity

At Sathya Sai School Toronto - Canada, we believe in diversity and inclusion in the workplace. Applications for employment are encouraged from all qualified candidates, regardless of any status protected by applicable laws. We comply with all applicable laws in any jurisdiction in which we operate.

Overall Summary

The Principal at Sathya Sai School plays a pivotal role in developing a harmonious learning environment characterized by academic excellence, character development, and inclusivity. The Principal takes on diverse responsibilities, from curriculum management to leadership development, ensuring that the school complies with educational regulations and thrives as an educational institution founded upon love and universal human values.

This position requires an individual who is not only deeply knowledgeable in education but also deeply compassionate, aligning their vision with the timeless teachings of Sathya Sai Baba. They serve as the educational leader for the school community, impacting students and educators while upholding the core principles of diversity, equality, and inclusion.

Application Process

To apply for this position at Sathya Sai School, please submit the following documents to careers@sathyasaischool.ca

Deadline for submission June 30, 2024