

# Calgary Marathi Association

## Job Description – Marathi Shaala Principal



**Job title: Marathi Shaala Principal**

**Work Location: Calgary**

**Reports to: BOT**

Full-time

Part-time

Paid

Volunteering / Not Paid

### **Job Description:**

The Marathi school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Marathi learning environment that meets the a curriculum and mission of the school. Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of community and communicates effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

### **Essential Duties and Responsibilities:**

- Establish and promote high standards and expectations for all students for academic performance and responsibility for behavior.
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate, program evaluation, personnel management, office operations, and emergency procedures.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Establish procedures for evaluation and selection of instructional materials and equipment
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school.
- Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters.
- Establish a professional rapport with students and parents respect.
- Display the highest ethical and professional behavior and standards when working with students, parents and other school personnel.
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.

### **Qualifications:**

- Excellent written as well as Bilingual communication skills in both Marathi and English
- At least 5 years teaching experience in both Marathi and English languages
- Be committed to the welfare of Marathi Language
- Good listening and coaching skills
- Be able to initiate positive changes in the community though Language and Arts