

Elementary School Principal

Children's Autism Services of Edmonton is seeking an **Early Elementary Principal**. The school program provides educational programming through an Emotional Regulation Approach and is looking to expand its team of educators for the upcoming school year. The School Program is an essential part of supporting young children with developmental disabilities to find success in their formative years of school. At Children's Autism Services of Edmonton, we provide family-centered services within the home, school or community to meet the complex needs of children who have autism and other developmental disorders using the SCERTS® Model.

Key Responsibilities:

- Work collaboratively with Children's Autism Services of Edmonton's Leadership Team to plan and operationalize the newly established grade school program set to open in September 2024
- Support in the hiring, onboarding and training of school staff prior to the start of the school year, and in supervision, mentorship and evaluation throughout the year as per the Education Act and Leadership Quality Standards
- Review and support teacher mentors to implement Teacher Growth Plans with teaching staff
- Support teaching staff, educational assistants, teacher mentors and clinicians to ensure classroom activities meet the needs of individual students and the classroom as a whole
- Participate in professional growth opportunities, including (but not limited to) opportunities offered through Children's Autism Services of Edmonton and Association of Independent Schools and Colleges in Alberta (AISCA)
- Develop program plan priorities, including staffing plans, enrollment and budget oversight in collaboration with the Leadership Team at Children's Autism Services of Edmonton
- Oversee enrollment and admissions on a yearly basis in collaboration with the internal intake team at Children's Autism Services of Edmonton
- Complete required annual reports including the Annual Education Plan and the Annual Education Results Report
- Collaborate with Alberta Education to submit required documentation based on compliance requirements for enrollment, grant access and reporting needs
- Coordinate and review student assessment, evaluation and reporting cycles
- Represent the school community by facilitating, attending and supporting special events and fundraisers throughout the year
- Develop and maintain and community partnerships

Required Qualifications:

- 5+ years of direct experience in a special needs setting or equivalent
- Completion of Alberta Leadership Quality Certification and at least 3 years of experience in school leadership positions
- Police Check with Vulnerable Sector
- Child Intervention Record Check Required
- Safe Management Training (Provided), Standard First Aid certification required

Why Children's Autism Services of Edmonton?

We are inclusive and welcoming, value life-long learning and love to have fun! We go the extra mile by offering our employees:

- A competitive salary with comprehensive benefits package with RRSP matching
- Access to extensive internal training and annual continuing education opportunities
- A collaborative, multidisciplinary work environment
- Feeling that you are making a difference with children and families
- Working with colleagues who are leaders in the field of autism
- A strong professional development focus
- Paid mileage program

To apply for this position, please submit your resume and cover letter to hr@childre autism.ca
Please see our website for detailed information about our organization www.childre autism.ca