



Vice-Principal Job Posting – South Surrey

We are looking for a Vice-Principal for our South Surrey School with a passion for working with families and staff, and who will also habitually work in conjunction with the Principal.

About Rothewood

Rothewood Academy, established in 2015, is a full day early learning program designed for infants and children up to five years old. The enriched curriculum features a unique partnership of core subjects, such as reading and math with fine arts including drama and yoga, providing children with the freedom to learn and grow through play.

Our program has a reputation of highly developing a child's intellect and delivering the finest start in education, arts and the humanities. The full day early learning and junior kindergarten programs at Rothewood are far beyond the typical child care programs found throughout Canada.

Responsibilities

Often the Administrator is the first contact a person has with the school and has to be knowledgeable and represent the school well. This position requires the full understanding and active participation in fulfilling the mission of Rothewood. Duties include but are not limited to:

- Coaching teachers
- Keeping the school organized and managed efficiently
- Answering telephone calls and responding to specific requests
- Conducting tours and being present at scheduled open houses (some overtime may be required)
- Organizing events to celebrate occasions for staff and children
- Sending routine and non-routine correspondence to families



- Maintaining the confidentiality of families (account statements, student information)
- Assisting the Principal with administrative duties related to the school (maintaining files, scheduling family interviews)
- Overseeing the Kitchen (ensuring menu meets nutritional standards, reviewing budget, evaluating Cook)

Requirements

Successful candidates will be punctual, well spoken, efficient, discreet and pleasant on the telephone and in person. ECE Certificate is required and I/T is an asset. Must have the enthusiasm to learn and be knowledgeable with computer systems and software used at Rothewood (MS Office). Must have the ability to communicate effectively in writing and verbally and respect the beliefs, culture and ethnic heritage of others. Travel may be required.

Benefits provided

- Daily am snack, lunch, and afternoon snack provided
- Full medical benefits after 6 months
- Sick days
- Tuition discount for your child(ren)
- Christmas Bonus
- Performance Bonus

To apply

Interested applications should email cover letter and resume to info@rothewood.com