

GITKSEN WEST SECONDARY SCHOOL



SCHOOL PRINCIPAL JOB DESCRIPTION

GITKSEN WEST SECONDARY SCHOOL

Gitksen West Secondary School is a brand-new, state-of-the-art high school serving the Gitwangak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'algax and Gitksen culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for work experience, leadership, and skill-building programs, while staff benefit from a collaborative and innovative professional environment. Join us and make a direct impact on the education, well-being, and cultural development of our students.

JOB SUMMARY

Gitwangak First Nation, in partnership with Gitanyow and Gitsegukla, is seeking a dynamic, visionary, and innovative educational leader to serve as the inaugural Principal of a newly established regional high school. This school represents a transformative opportunity to create a world-class learning environment grounded in Gitksen knowledge, cultural strength, and forward-thinking education. The successful candidate will lead a school that embraces innovation, land-based learning, creative programming, and real-world pathways—providing students from all three communities with opportunities rarely available in rural education settings.

This is a rare opportunity to build a school from the ground up, shaping its culture, curriculum, and vision for future generations. The principal administers Board of Education policies under the direction and guidance of the School Board.

REPORTS TO

1. Board of Education

EMPLOYMENT QUALIFICATIONS

- Master of Education in Educational Leadership
- Minimum of five (5) years of experience as Principal
- Minimum of five (5) years of teaching experience, preferably in a First Nations school
- In-depth knowledge of the BC Education Curriculum and related educational programs
- Knowledge of public, independent, and band-operated schools
- Strong understanding of 21st-century learning and curriculum competencies
- Demonstrated ability to build and sustain a positive school culture

- Excellent written and verbal communication skills
- Strong organizational, administrative, and technological skills
- Financial management experience, including budgeting, forecasting, proposal writing, record-keeping, and audits
- Demonstrated experience incorporating First Nations language and culture into curriculum and programming
- Working knowledge of school-related policies, regulations, and procedures
- Strong negotiation, conflict resolution, and mediation skills
- Clear Criminal Record Check with Vulnerable Sector Screening.

DUTIES AND RESPONSIBILITIES

Roles and Responsibilities:

1. Leadership and Climate

- a) Continuously works to improve the effectiveness of school operations
- b) Remains informed of current educational practices through professional learning, conferences, and research
- c) Maintains a strong presence throughout the school, observing instruction and supporting staff growth
- d) Ensures adherence to approved Board policies, procedures, and practices
- e) Upholds and promotes Gitksan cultural protocols and the use of Sm'algayax within the school
- f) Works collaboratively with the School Board and serves as an advisor on all aspects of school operations.

2. Leadership and Communication with the School Board

- a) Establishes and maintains positive, professional working relationships with the Board of Directors
- b) Assists the Board in fulfilling its governance responsibilities
- c) Provides timely, accurate information to support informed Board decision-making
- d) Advises the Board on all matters related to school operations and educational programming
- e) Leads the implementation of the five-year Strategic Plan and reports regularly on progress
- f) Assists in the development, implementation, and revision of Board policies
- g) Works with Board Committees as required
- h) Organizes the Annual General Assembly in accordance with the BC Societies Act
- i) Submits monthly written operational reports to the Board
- j) Assists the Board Chair in developing meeting agendas and attends all Board meetings, except when matters directly related to the Principal are discussed.

3. Programming

- a) Coordinates and supports educational programs that meet student needs and interests
- b) Oversees the establishment, supervision, and evaluation of special education services
- c) Supports teaching staff in curriculum development, implementation, and modification
- d) Keeps the Board informed of changes to approved courses or programming
- e) Promotes student engagement, morale, and leadership through curricular and extracurricular activities.

4. School Organization and Staffing

- a) Participates in the recruitment and selection of teaching, clerical, and support staff
- b) Prepares and oversees timetables, class lists, supervision schedules, and staffing assignments
- c) Chairs regular staff meetings to address educational and operational matters
- d) Oversees student registration, transfers, and maintenance of cumulative records
- e) Ensures accurate record-keeping and reporting
- f) Establishes procedures for managing textbooks, equipment, and instructional resources
- g) Holds authority over students enrolled in the school
- h) Designates an acting Principal during absences and informs staff accordingly.

5. Professional Development

- a) Promotes ongoing professional growth for staff through mentorship, training, and instructional support
- b) Leads the planning and implementation of professional development in collaboration with the School Board.

6. Staff Supervision and Evaluation

- a) Oversees daily supervision of staff, students, volunteers, and external service providers
- b) Conducts instructional supervision, evaluation, and mentorship of teachers
- c) Ensures staff meet duty and supervision expectations
- d) Evaluates staff performance in accordance with established evaluation plans and submits summaries to the Board
- e) Oversees staff orientation and support for new and substitute teachers.

7. Student Supervision and Discipline

- a) Establishes a school climate that promotes self-discipline and respectful behavior
- b) Exercises disciplinary authority over students during school-related activities
- c) Oversees supervision during school hours, transportation, field trips, and extracurricular activities
- d) Works collaboratively with external agencies (Band Health departments, FNHA, GCFSS, MCFD, RCMP)
- e) Refers health concerns to appropriate Gitwangak health personnel
- f) Ensures appropriate protocols are followed during police interactions
- g) Enforces student attendance and permission procedures.

8. Student Evaluations and Reporting

- a) Oversees assessment and reporting practices in compliance with Ministry and Board requirements
- b) Coordinates reporting timelines and ensures accurate communication with families
- c) Maintains proficiency with TRAX (Transcript and Examination System), DRUMS, FNEC Connected Classrooms, and graduation requirements
- d) Oversees scheduling, assessment registration, and invigilation
- e) Analyzes assessment data to inform school goals and improvement planning.

9. Communication and Public Relations

- a) Maintains open, respectful communication with parents, guardians, wilsps and pdeeks
- b) Oversees parent reporting and conference processes
- c) Reports out to parents on the progress of their children in accordance with the Ministry of Education guidelines: **three (3) formal reports (letter grades and percentages for grades 10 – 12) in January, March and June and two progress reports (November and April) annually.**
- d) Supports and advises the Parent Advisory Council
- e) Maintains working relationships with the Ministry of Education, FNEC, FNSA, SD82, and community organizations.

10. Budgeting and Buying

- a) Works with the Bookkeeper and Finance Committee to develop the annual budget reviewed and approved by the Board.
- b) Oversees instructional supply budgets and financial accountability
- c) Establishes financial procedures for school funds and student activities.

11. Health, Safety, Plant Supervision

- a) Ensures a safe, clean, and well-maintained learning environment
- b) Oversees safety training, emergency planning, and drills
- c) Organize and supervise patrols where applicable, make readily available first aid supplies and treatment.
- d) Controls access to school facilities
- e) Ensures hazards are identified and addressed
- f) Reports incidents, injuries, and vandalism as required
- g) Oversees medication storage and administration procedures
- h) Works with Gitwangak, Gitsegukla, and Gitanyow First Nations on capital planning and maintenance
- i) Regulates facility use in accordance with Board policy.

WORKING CONDITIONS

- Primary work location is a secondary school setting
- Requires extended hours beyond the regular school day, including evenings and weekends
- Requires availability for emergency and crisis response

- High level of responsibility, decision-making, and accountability
- Regular interaction with students, staff, parents, Board members, and community partners
- Travel between partner communities and to professional meetings may be required
- Physical demands include standing, walking, and light lifting
- Requires respectful engagement with Gitksen ayookw, culture, community events, and land-based activities.

GENERAL DISCLAIMER:

THE ABOVE STATEMENTS are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not intended to be an exhaustive list of all duties and responsibilities. Gitksen West Secondary School Board reserves the right to amend, change, add or remove responsibilities to meet business and organizational needs as necessary, in accordance with applicable Employment Laws.

EMPLOYEES HAVE THE RIGHT AND RESPONSIBILITY to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafe BC or any other laws or regulations, both provincially and federally governing the Gitksen West Secondary School. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

IN THE OUTLINED DUTIES in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in the Privacy and Confidentiality Act and any other applicable laws or regulations, both provincially and federally governing Gitksen West Secondary School and its employees.

YOUR SIGNATURE BELOW is an acknowledgement and commitment that you have read and understand the above outlined job description and will continually strive to accomplish each task in a professional and appropriate manner.

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