



## **CROSS LAKE EDUCATION AUTHORITY**

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## **CAREER OPPORTUNITY**

### **Vice-Principal, Otter Nelson River – Middle Years**

Cross Lake, MB

Full Time Position

**Competition #2025-03**

Cross Lake Education Authority invites applications for the position one (1) full-time Vice-Principal position (ONR, MY). This position is based at Otter Nelson River School, with duties commencing September 2025.

### **POSITION SUMMARY**

The Vice-Principal for the middle years department reports to the Principal, Middle Years.

The successful candidate will work closely with the principal to support staff, students, and families, upholding the values and vision of our school community. They will assist the principal in the overall school organization, administrative matters, setting expectations, promoting attendance for staff and students. The vice-principal will assist the principal to ensure security and emergency planning for the school, ensuring all staff and students are familiar with the emergency plan.

### **KEY RESPONSIBILITIES**

- Assist the principal with articulating the school's values, goals and priorities to students, staff, teachers, parents, and the community.
- Assist the principal in creating a safe and orderly educational environment, including planning emergency drills, and lockdowns, and reviewing injury and incident reports.
- To assist the principal in the implementation plan of Cree Language immersion in Middle Years.
- Assist the principal in setting expectations and promoting attendance for both teacher and students.
- Assist in the monitoring and recording keeping of staff, etc.
- Assist the principal as a team leader and a team builder; be a good facilitator and a strong communicator.
- Assist the principal in setting expectations for both teacher performance and student achievement.
- Assist in the monitoring of classroom registers for accuracy of information, monthly averages, and the overall percentage.

- Provide the principal with information and support on conducting productive staff meetings as scheduled.
- Provide ideas to principal for promoting harmonious school/community relationships.
- To be administratively responsible for designated programs/tasks; To collaborate with the principal as part of an intensive assistance team in classrooms where teachers are having serious classroom management difficulties.
- Assist and provide coaching for performance improvement for staff.
- Provide a sense of continuity and stability in the event of a change of principals.
- Perform the functions of the principal in his/her absence.
- Assist with the supervision of school functions, and activities.
- Monitor the ordering and distribution of school supplies.
- Assist with planning the school calendar and class schedules and planning of professional development activities.
- Implement and invite local resource coordinators to deliver awareness programs for students.
- Assist in the implementation of the tutorial program for all students.
- Provide a report to the principal on a regular basis on the process of the education system and programs of the school.
- Perform other duties as assigned.

#### **QUALIFICATIONS: EDUCATION AND EXPERIENCE**

- Must have a bachelor's degree in education with a valid Manitoba teaching certification; A minimum of 5 year's teaching in the classroom and be knowledgeable of Middle Years programming and provide demonstrated evidence of successful administrative experience.
- Must be knowledgeable of computer software and applications.
- Excellent Interpersonal, organizational, communication, problem solving and team skills.
- Commitment to fostering a safe, equitable, and inclusive school environment.
- Ability to speak Cree is an asset.
- Must also provide a Criminal Records Check and Child Abuse Registry Check.
- Must have a Manitoba Class 5 Driver's License with your own means of transportation.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference) to:

**Human Resources**  
**Cross Lake Education Authority**  
**P.O. Box 370, Cross Lake, MB R0B 0J0**  
**Email: [hr@clea.mb.ca](mailto:hr@clea.mb.ca)**

Deadline to apply: **Open until filled.**

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

Please visit our website at <https://crosslakeeducation.ca>