



The Shambhala School

Academic Director Upper School Job Posting

Are you an experienced educator looking for an opportunity to share your expertise, experience, knowledge and skills to provide leadership to an upper school (grade 6-12)? The Shambhala School is currently hiring for the position of Upper School Director. Reporting to the Executive Director, this part-time role oversees all academic programs from Grades 6-12 (approximately 70 students and 12 faculty).

Responsibilities:

The Upper School Director coordinates the development, implementation, and evaluation of the school's curriculum, supervises the daily educational routine, and coordinates with faculty and/or volunteers in the delivery of academic, co-curricular, and extra-curricular activities. The Upper School Director will also provide exemplary leadership, guidance, and support to our hardworking faculty and staff.

At the Shambhala School, we've incorporated mindfulness traditions into the fabric of our school culture -- as well as arts and outdoor education -- nurturing emotional, social, and psychological resilience in our students. We believe that all children deserve an environment where they can reach their full potential. We back this belief with a substantial tuition assistance program and Diversity Scholarship program, so that many can have that opportunity.

Our curriculum is built on the five pillars of Mindfulness/Compassion, Integrated Arts, Outdoor Education, Enriched Academics (including Global Literature and History), and Society--including a strong emphasis on social justice and restorative dialogue. Our

unique curriculum inspires students to grow into confident, creative thinkers with a strong sense of social and environmental awareness.

Our ideal candidate is an exceptional educator and possesses the following qualifications/qualities:

- An extensive knowledge of Upper School curricular and co-curricular programs;
- A deep understanding of the educational, physical, social, and emotional needs of students in Grades 6 to 12.
- Outstanding experience and success in innovative pedagogy;
- You encompass a “whole student” educational philosophy;
- A consultative yet decisive approach with teachers and parents.
- You have a deep commitment to professional growth and development for yourself and your staff; and,
- You have a sense of humour and a passion for working with young people.
- You maintain a current mindfulness practice and are familiar with meditation.

Key Responsibilities

- Be an active member of the Admissions Committee
 - Manage applicant files from inquiry to enrolment, including scheduling tours, interviews, and testing with prospective and applicant families
 - Meet prospective students and families and evaluate candidate’s strengths, weaknesses, interests, academic history and other relevant observations

- Promote the Shambhala School to prospective families, feeder schools, educational consultants, and referral organizations both internationally and domestically.
- Communicate with families, students, educators, consultants, and school personnel in a timely manner through electronic, hand-written, and verbal forms of communication
- Chair Upper School Staff Meetings
- Coordinate Upper School Professional Development
- Provide teacher support in the classroom, with students
- Communication link between Board, Executive Director, Parents, Staff and Students
- Through the lens of the Pillars coordinates the development and implementation of a fully enriched curriculum
- Overseeing the daily educational programme of the students

Diversity Statement:

The Shambhala School is committed to inviting, appreciating and working with a diverse population of staff and students in ways that fully develop and utilize each person's abilities and strengths which in turn builds a strong school community. We are committed to employment equity and invite applications from traditionally under-represented groups including but not limited to the African Canadian community, Indigenous peoples, and the LGBTQ* community.

Conditions of Employment:

The successful candidate will be required to complete a Criminal Background Check, Vulnerable Sector Check and Child Abuse Registry Clearance. All applicants must be eligible to work in Canada and hold a valid first aid/CPR certificate, and live or be willing to relocate to the Halifax Regional Municipality.

How to Apply:

To apply, send a cover letter and curriculum vitae to
employment@shambhalaschool.org

Applications close **Jun 5, 2022**