



## FCS Job Description

### Job Description Canadian Vice Principal for FCS

Term: This position will commence at the beginning of the 2020-21 school year.

01 September 2020 - 01 June 2021- Istanbul, Turkey

This is a part time position that requires 2 terms of 4 weeks of full time on site work in Istanbul Turkey. And the rest will be online approximately 20-25 hours per week work. The hours can be flexible according to workload and weekly schedule throughout the year. The person would work with a coordinator in FCS to implement the on site work that needs to be done.

Specific accountabilities would be (but are not limited to):

- To provide feedback to teachers to evaluate their educational approaches through class observations to increase efficiency (This can be done online or through videos shot in class)
- To advise teachers about course content and activity preparation according the the New Brunswick curricula.
- To organize annual training seminar schedules for the New Brunswick curricula
- To plan for studies of innovative Canadian learning approaches in the educational activities of the school and to be responsible for the implementation within the institution.
- To conduct, coordinate and control a variety of training activities for the New Brunswick curricula.
- To provide for continuous progress of students through the New Brunswick K-12 Core curriculum to meet or exceed the requirements of grade completion and graduation by observing the grades and one on one with students
- To adapt the curriculum to the conditions of the school where local discretion is possible
- To foster desirable relationships between the school and the community, especially between the school, parents and other agencies
- To make recommendations to the appropriate school administrators regarding expenditures, facilities, equipment, supplies and other items considered necessary for effective operation of the school for Canadian education
- To implement and uphold Board Goals, policies and administrative procedures
- To make recommendations with regard to teacher recruitment and selection
- To submit reports on aspects of the operation of the school as required by the administration
- When necessary talk to parents and students with online appointments or email about Florya Canada School and the New Brunswick curriculum.
- When necessary join online to general parent meetings and school meetings as a representative of the Canadian Vice Principal.
- Works with the administration and reports to the Campus Director.

#### Required Knowledge Skills and Abilities:

. Ability to work independently and online and open to work different hours due to time differences.

- Clear understanding and ability to provide situational leadership
- Demonstrated ability to establish rapport with students and act as a role model to children and youth within the school community when present in school or in online presentations
- Demonstrated ability to provide for the professional growth and evaluation of school staff
- Demonstrated ability to create innovative solutions to a wide range of problems
- Ability to deal effectively with a broad range of community organizations, members of the public, including parents

- Demonstrated ability to present and promote change at the school and/or organizational level
- Demonstrated ability to prioritize multiple demands and effectively manage time
- Demonstrated ability to maintain strict confidentiality relative to school division operations
- Superior interpersonal and communication skills, both verbal and written
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division
- Present a positive and professional approach

Typically these skills will be achieved through having:

- Bachelor of Education Degree from an institution recognized by the Ministry of Education
- Teaching Certificate
- Minimum of five (5) years teaching experience
- Masters Degree in Education from an institution recognized by the Ministry of Education is preferred
- Demonstrated knowledge of New Brunswick Core Curriculum and Learning initiatives
- Knowledge of the role of other community organizations in the support of learning
- Knowledge of best practices in educational leadership
- A combination of education and experience is also acceptable

#### Benefits:

The salary is 25.000 CAD for 10 months.

Two round trip tickets for the school visits in Istanbul Turkey.

Accommodation with :

Includes basic internet connection, basic utilities.

Transportation from accommodation to school during the 2 x 4 week visits.

Work permit or visa expenses

Health insurance for the duration of the visit in Istanbul

10 Month Paid Contract ( Renewable).

To apply please send your CV to: [e.gulen@canada.k12.tr](mailto:e.gulen@canada.k12.tr) - [www.floryacanada.k12.tr](http://www.floryacanada.k12.tr)