

Academic Vice-Principal

Ready to make your mark in the Arts?

Established in 1959, Canada's National Ballet School is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.

Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.

Canada's National Ballet School is currently accepting applications for the **regular full-time** position of:

ACADEMIC VICE-PRINCIPAL

(Start Date – August 2021)

The **Academic Vice-Principal** will be a skilled, committed, talented, and progressive educator with a demonstrated dedication to student achievement. The incumbent will assist the Academic Principal in the management of an academic program for 165 highly motivated Canadian and international dance students enrolled in grades 6 through 12, to ensure that students have an academic education which complements their dance training and maximizes their educational and career options.

Under the leadership of the Academic Principal, the incumbent will serve as a model for excellence both in and out of the classroom. The **Academic Vice-Principal** will work in concert with NBS faculty for the development of individual success and self-esteem among the students and the faculty in the school. Additionally, the faculty and the **Academic Vice-Principal** will encourage, support, and nurture students in their pursuit of excellence both in dance and in the classroom.

All NBS managers are responsible to actively champion equity, diversity and inclusion principles and initiatives in their functional area and across the School.

Major Duties and Responsibilities (in concert with the Academic Principal):

- Manages all components of the academic program for grades 6 to 12; develops and follows a unique curriculum designed for potential ballet artists
- Manages the daily activities of the academic school
- Conducts the usual duties of a guidance counsellor; evaluates transcripts and school records for Canadian and international students; prepares university applications and recommendations for current students and alumni
- Manages and provides leadership to the academic teachers
- Works in close collaboration with the Artistic Director and other internal departments in ensuring the health and well-being of students
- Directs, controls, and evaluates the academic component of the School's programs; acts as spokesperson presenting the academic program to the public, Ministry of Education, or other government bodies
- Assumes ongoing communication with parents related to the quality of the academic education
- Ensures the safety, security, comfort, health and well-being of students as required by the Education Act
- Teaches courses; invigilates exams; takes "on call" classes or relieves teachers as required
- Oversees the maintenance of Ontario Student Records (OSR) and students' transcripts as per applicable legislation
- Co-ordinates all extra-curricular activities

Qualifications/Skills/Experience:

- Master's degree plus Principals' Course, Part 1 and 2; complemented by significant teaching and administrative experience; preference will be given to candidates with experience at the secondary level
- Member of the Ontario College of Teachers
- Excellent knowledge of the Education Act, including curriculum guidelines and maintenance of records
- Comprehensive knowledge of legal requirements and issues relating to the operation of a private school
- Good knowledge of the applicable sections of the Young Offender's Act and Public Health Act as they impact on the operation of a school
- Highly developed conceptual, analytical, and problem solving skills; with the ability to set priorities, meet deadlines, and handle a high volume of work
- Well-developed interpersonal and communication skills
- Proficient with Microsoft Office (Outlook, Word and Excel, and PowerPoint) and internet

Successful candidates must supply the National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Qualified applicants should send a resume and cover letter **with salary expectations** to careers@nbs-enb.ca including "**Academic Vice-Principal**" in the subject line of your email by **June 11th**

Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.
Please visit www.nbs-enb.ca for more information.

*** Consideration of applications will begin immediately and continue until the position is filled. NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.**

Anti-Oppression/Anti-Racism at NBS: NBS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

NBS is committed to accessible employment practices, in compliance with AODA. Requests for accommodation may be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.