



Job Description: Director of Victoria German School

The Victoria German School [VGS] is seeking a new Director. The Director promotes the German language in all its varieties and cultures by ensuring a high quality of teaching for both adult and children language courses offered by VGS.

The Director is required to manage the operations of the school, including financial and human resources, and is directly accountable to the Board of Directors, with whom regular meetings will be held.

The Director must act in accordance with the VGS mission statement and with all decisions that have been or will be approved by the President and the VGS Board. The Director has the authority to make decisions on the day-to-day operations of the school, while regularly keeping the President and Board informed.

The Director's core mandate is the running of the educational programs offered by the school, including the supervision of teachers and administrative staff, the organization of teacher training, teacher meetings and in-service training, as well as the management of learning resources.

The Director is expected to be at the school, especially at the start of the year and during important events, to support the school administrator and staff.

Management Responsibilities

- Recruiting qualified German language teachers, with final approval of the Board President
- Supervising teachers and VGS staff
- Advising on and execute the registration policy with the support of the VGS school administrator
- Maintaining all documentation required for the efficient functioning of the school
- Establishing and maintaining open communications among staff, families, and the Board, via:
 - a quarterly newsletter
 - regular email correspondence
 - updates to the VGS website & Facebook page
 - availability via telephone to respond to queries and to advise prospective students
- Providing research of and assistance with the preparation of motions, policies and procedures for Board meetings
- Advising the board on important issues related to the administration of the school, curriculum renewal, and pedagogical developments
- Assisting with the preparation of the annual budgets and financial reports for the Board in a timely manner
- Acting as the main point of contact between the German government, e.g., the Fachberater des Auslandsschulwesens (ZfA) and the school, and other governments that may choose to support our school, e.g., Austria, Switzerland, Canada
- Maintaining professional relations with German-language-oriented Canadian organizations whose main mission is to promote the German language and culture, e.g., Deutsches Haus or Vancouver Austria Club
- Promoting a high level of teaching. This may include class observation and feedback in a collaborative atmosphere, evaluation and one-on-one meetings with the teachers
- Attending and participating in the Board of Directors' meetings
- Advising the Board on any strategic direction of VGS and setting short-term and long-term goals for the school

Human Resources Responsibilities

- Assigning teachers to classes [staffing]
- Promoting support and encouragement for entire teaching staff professional development
- Supporting and guiding teachers
- Offering regular meetings with all teachers and staff [in-service training]

Curriculum

- Leading the development of the school's curriculum and standards in consultation with the teachers, and in accordance with the *Zentralverband Deutscher Schulen* guidelines. Explore the options for transferring credits to other national language certificates of the German language, e.g., Österreichsches Sprachdiplom
- Overseeing the purchase of new learning resources and learning materials, considering wherever appropriate such materials that show the pluricentric diversification of German in its three main standard varieties
- Attending Kanadischer Verband Deutscher Sprachschulen and other related conferences, and share and promote conference information to the teachers and board
- Regularly auditing classrooms through out the year to ensure the quality of instruction
- Liaising and establishing relationships with the community of German speakers, based on the idea that a heritage language school will only thrive when the German-speaking community thrives

Requirements

- Full competence in German, in either standard variety of German (German, Austrian or Swiss Standard German). Knowledge of non-standard varieties is an asset.
- Teaching experience
- Some administrative experience
- Proficiency with Microsoft Word, Power Point, Excel
- Strong communication, leadership, presentation and organizational skills
- Ability to provide inspired and supportive leadership in an encouraging and collaborative environment
- Seeking opportunities for continuous improvement in the services offered by the school and its teaching faculty
- Problem-solving, flexible attitude
- Eligibility to live and work in Canada

Desirable Requirements

- Previous experience in the direction of language schools
- Management experience in a German-language educational setting

Salary

- We offer \$16,000 annually for this part-time position plus legislated vacation pay
- Appointments, subject to negotiation, are usually for a calendar year or more, with 60-days notice of departure on both sides

Application

Submit your cover letter, outlining your vision for the school for the next two years (two pages maximum) and your CV to the VGS Board President, werner.simbeck@shaw.ca on or before 14 September 2021. We will contact prospective candidates by 21 September, and candidates considered for the position will be invited to a Zoom interview.