



## Seventh-day Adventist Church - Quebec Conference

**Position:** Principal

**Schedule:** Full-time

**Location:** Greaves Adventist Academy, 2330 W Hill Ave, Montreal, Quebec H4B 2S4

**Start Date:** August 1, 2026

**Application Deadline:** May 14, 2026

### **Job Summary:**

The Seventh-day Adventist Church - Quebec Conference is searching for a Principal who has a strong vision for Seventh-day Adventist education and will provide spiritual and academic leadership at Greaves Adventist Academy in Montreal. The Academy is a K-12 school with a rich national and ethnic diversity.

### **Profile:**

Have a passion for working with children from diverse cultures and possess the interpersonal skills and vision necessary to lead a secondary school.

### **Job Functions and Responsibilities**

- Establish and promote high standards and expectations for all students and staff
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, discipline, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
- Ensure compliance with all laws, board policies and civil regulations.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations
- File all required reports regarding violence, vandalism, attendance and discipline matters.
- Display the highest ethical and professional behavior and standards when dealing with students, parents and school personnel
- Inform Board of employees not meeting their contractual agreement
- Conduct monthly staff meetings
- Develop clearly understood procedures and provide regular drills for emergencies and disasters
- Maintain master schedule for all teachers
- Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
- Communicate regularly with parents, seeking their support and advice.
- Complete in a timely fashion all records and reports as requested by the School Board.
- Maintain accurate attendance records.

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- Communicate with the Board regularly about the needs, successes and general operation of the school.
- Establish procedures for safe storing and integrity of all public and confidential school records. Ensure that student's records are complete and current.
- Organize and supervise procedures for identifying and addressing special needs of students including health-related concerns, and physical, emotional and spiritual needs (keeping the Chaplain informed of these).
- Enforce uniform policy and appearance policy
- Provide and supervise a safe recreation and play period for the students.
- Serve as executive secretary of the school board.
- Serve as agent of the school board in administering the school in accordance with the Seventh-day Adventist Church in Canada *Education Code*, and any additional policies adopted by the conference K-12 board of education and the school board.
- Provide leadership to the religious program and activities, and in the development and maintenance of a positive spiritual climate.
- Be responsible for the organization of the school program including:
  - a. Implementation of the annual school calendar adopted by the conference K-12 board of education.
  - b. Planning of regularly scheduled staff meetings.
  - c. Assignment of teaching responsibilities and other duties to the members of the school staff.
- Collaborate with the business manager of planning of the school's budget and all financial aspects of the school.
- Serve as, or designate, the chair for each of the following:
  - a. Staff and faculty meetings.
  - b. Administrative council.
  - c. Admissions committee.
  - d. Discipline committee.
  - e. Curriculum committee.
  - f. Others as needed.
- Develop and maintain a record-keeping system to ensure the security of all school board records including:
  - a. Student scholastic, health, immunization, and attendance records.
  - b. Minutes of faculty meetings and faculty committees.
  - c. Minutes of the school board and board committee meetings.
- Prepare and forward copies of board minutes and scholastic and statistical reports as requested to the conference and Seventh-day Adventist Church in Canada Office of Education.
- Supervise and maintenance of attendance records in accordance with provincial regulations, and to report when required, the names of students who discontinue attendance.
- Administer safety education programs.
- Provide staff training in emergency procedures.
- Provide leadership in the school evaluation process in cooperation with the conference and SDA Church in Canada Office of Education.
- Assume responsibility for the recruitment of students.
- Provide leadership of the educational program through:

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- a. Regular classroom visitations.
  - b. Formal teacher evaluations.
  - c. Conferences with teachers.
  - d. Curriculum planning with individual teachers, departments, and the faculty.
  - e. Assistance in classroom management.
  - f. In-service and professional growth activities for the staff.
- Provide leadership in co-curricular programs and off-campus activities and tours.
  - Serve as agent of the school board in working with the conference office of education in the employment of school personnel.
  - Co-operate with the conference office of education in conducting an annual pre-service orientation for all teachers new to the Seventh-day Adventist school system.
  - Maintain student conduct consistent with guidelines set by the conference board of education and specific regulations adopted by the school board.
  - Maintain discipline in accordance with Christian principles.
  - Develop and maintain positive community relations as the school's official spokesperson to the patrons of the school, the school board, and the general public.
  - Articulate and communicate to the school board and to the constituency the education plans and programs of the school.
  - Arrange orientation programs for prospective students.
  - Acquaint parents and other patrons with policies and procedures relative to the operation of the school.
  - Ensure the periodic inspection and maintenance of buildings, grounds, and equipment for operating efficiency, and provide for safety of operation throughout the school plant.
  - Conduct regular fire and disaster drills.
  - Prepare for school visits including inspection by the Ministry of Education.
  - Maintain files for government and supply all information requested.

### **Education and Experience:**

Bachelor's and master's degrees in education.

A minimum of five years of teaching experience is required.

Prior experience in administrative or leadership roles is considered an asset.

### **Eligibility Criteria:**

Hold a teaching license from the province of Quebec. North American Division (NAD) Certification or have the required skills to obtain them. Hold a permit to work in Canada. **The ability to communicate in French would be an important asset.**

### **Knowledge and Skills:**

The candidate has theoretical and practical knowledge of the beliefs and principles of the Seventh-day Adventist Church.

The successful candidate will be someone who is a role model to teachers and students; is adept at working in a rich multicultural environment; has demonstrable excellence as a classroom teacher and an experienced administrator; understands NAD curriculum, good teaching, and policy; and has a philosophy of being visible and available to teachers, students, and parents. The principal will work with the teachers and staff to develop each student spiritually, academically,

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artistically, socially and physically in a nurturing environment that promotes living faith, academic excellence, leadership and service within the Church community and society.

If you are interested in the above position, please submit a cover letter and resume to [emploi@sdaqc.org](mailto:emploi@sdaqc.org)

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<https://education.adventist.ca/employment/jobopenings/>

