

# SAINT DEMETRIOS GREEK ORTHODOX COMMUNITY

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## HELLENIC SOCIETY OF CALGARY

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### **About the Greek Community School of Calgary**

The Greek Community School is located at 1 Tamarac Crescent SW in Calgary, AB. The school was founded over 25 years ago and its aim is to provide Greek language instruction to students from kindergarten to Greek 35. The goal of the school is to enhance Greek language proficiency and cultural awareness to its students.

### **About the Role**

Reporting to the Greek School Committee (GSC) of the Hellenic Society Board, some duties of this position will be responsible for include managing all Greek School teachers and staff, reporting to Alberta Education as needed, developing curriculum and assessments, organizing professional development days and reporting to the GSC on a monthly basis. The incumbent will be scheduled to work two days per week – Wednesday evenings and Saturday mornings.

### **Responsibilities**

- Ensure the Greek Community School adheres to the Alberta School Act and to any Alberta Education reporting and requirements that are applicable to Heritage Language Schools
- Ensure teachers prepare relevant and meaningful lesson plans, organize materials necessary for instruction and prepare regular assessments that are reflective of the curriculum
- Effectively communicate report card process to teachers and parents; review report cards and ensure that opportunities for two way communication are present (scheduling parent teacher interviews)
- Effectively communicate to parents updates around school, upcoming events, etc.
- Supervise students and maintain order, respect, safety and discipline among the students
- Facilitate monthly staff meetings for teachers including professional development opportunities
- Address parent concerns, student issues as needed
- Provide monthly reports to the GSC
- Oversee the execution of school celebrations and events including March 25, October 28
- Create a parent volunteer program
- Liaise with appropriate stakeholders within the community as needed

### **Qualifications**

- Bachelor's Degree in Education
- Valid Alberta Teacher's Certificate
- Fluent in the Greek language
- Familiarity with Alberta Education reporting
- Proven ability to work independently and within a self-managed team environment
- Excellent communication, presentation and classroom facilitation skills

**Email resume and cover letter to the attention of Greek School Committee at:  
greeschoolcomm@gmail.com**