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Southpointe
ACADEMY

Executive Brief

Head of School

Southpointe Academy

September 2017

Essence of the Opportunity

Established in 2000, Southpointe Academy is an independent, co-educational day school located in South Delta, British Columbia. The school enrolls 540 students from Kindergarten to Grade 12 and is committed to academic excellence, university preparation, leadership, and service. Over the past 15 years, Southpointe Academy has sought to cultivate a safe, positive learning environment from which to prepare its students for the rigours of post-secondary education.

This is a defining opportunity for the new Head of School to propel the school forward with passion and energy, building on Southpointe's scholastic, athletic, fine and performing arts achievements, based on a strong vision for the future, and in keeping with the Vision ("The Southpointe community inspires learning for life.")..

Reporting to the Board of Governors, the new Head of School will be accountable for providing overall leadership and direction to Southpointe. As the educational and administrative leader of the school, the new incumbent will be responsible for promoting, articulating, and instilling in the leadership team, the faculty, students, and parents the vision at Southpointe. Adhering to the Board of Governors' policies and goals and objectives as set out in the Strategic Plan, the new Head of School will engage in future planning, setting of goals, and policy development, as well as continuing Southpointe's legacy of academic excellence, leadership development, and active community involvement.

Southpointe is looking for a candidate that desires to have a strong personal connection with the school and will bring demonstrated academic, administrative and financial leadership experience from within the public or independent school system in a position such as Head of School, Deputy Head, Principal, Vice Principal, or equivalent. Experience with IB programmes will be an asset. This experience will have been gained ideally at both elementary and secondary school levels. He/she will possess a toolkit for supporting a growing school and bring a high level of emotional intelligence. Fit with the school ethos and style will be of paramount importance.

This is an exceptional opportunity for a dynamic and engaged educational leader who wants to provide students at Southpointe Academy with the best educational experience possible.

This opportunity is located in Tsawwassen, British Columbia (Metro Vancouver).

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We involve, instruct, and inspire our students to learn, lead, and succeed.

Our mission is to develop outstanding citizens who are intellectually engaged, intrinsically motivated, and globally aware. Our balanced approach produces confident, well-rounded students, who are creative, independent thinkers and communicators.

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Key Opportunities & Challenges

After consulting with key stakeholders at Southpointe Academy, the following opportunities and challenges were identified for the new Head of School:

Build and foster on a strong school identity

Southpointe began as small community school servicing the Tsawwassen area. The ongoing school success is in no small part due to the committed support of a highly engaged community, from the students and staff, to the parents and the Board of Governors. The new Head of School must continue to nurture and foster this family-like culture within the school and the greater Tsawwassen community.

Provide broad strategic leadership

The role of the Head of School extends well beyond educational leadership. Being accountable to the Board of Governors, the Head of School must provide strategic, active, and clear leadership in realizing the vision of Southpointe, communicating with a wide array of stakeholders, ensuring the sound operation and support of the school community, and continuing or creating procedures and policies for reporting and follow up from the school leadership team.

Champion a culture of excellence in teaching and learning

The Head of School will develop a culture that fosters excellence through the advancement of the scholarship of teaching and learning practices, enhances the range and richness of academic, athletic, fine and performing arts programs and best practices in teaching and learning, and collaboration with teachers. The individual will nurture a thirst for learning and a commitment to supporting IB and AP curriculum within the culture of Southpointe.

Support development of highly experienced teachers

The staff at Southpointe are highly committed, engaged and bring local and global experience. Through collaborative teaching, faculty strive to learn what is unique or special about each child and encourage their development in these areas.

The new Head will, through positive leadership, provide a culture that supports the development of teachers and staff so they can excel in their roles and provide an inclusive and trusting culture to ensure teacher retention. The new Head of School will also work to cultivate relationships in the teacher community both inside and outside the school in order to be aware of community trends in teaching and teacher supply.

Nurture a positive and productive relationship with unionized staff

The faculty and staff of Southpointe are represented by the The British Columbia Government and Service Employees' Union. The Head of School must nurture a productive, respectful and positive relationship with the union.

Continued growth and development

Southpointe Academy was established 17 years ago. While it is no longer a small community school, it is young in relation to other independent schools in British Columbia and beyond. The school's growth represents an opportunity to increase profile and standing.

As such, the incoming Head of School must appreciate that they need to embrace a very diverse set of responsibilities compared to that of a much older school, while staying true to Southpointe's founding vision and values.

Organizational Profile

About Southpointe Academy



History

Over the past seventeen years, Southpointe Academy has sought to cultivate a safe, positive learning environment from which to prepare its students for the rigours of post-secondary education. Attracted to the promise of a university-preparatory education in South Delta, the school welcomed nearly one hundred students to temporary premises in 2000.

With the intention of expanding to Grade Twelve within four years, the school enrolled students ranging from Pre-Kindergarten to Grade Eight during its inaugural session. Owing to firm support from its founding families, faculty, and staff, the school was able to realize this goal. In 2005, Southpointe bid farewell to its first graduating class.

Stemming from an extended search, the school secured a site to house its permanent facility in November 2008. The school's governing body, the Tsawwassen Independent School Society, reached a land-subdivision agreement with the neighbouring South Delta Baptist Church. After lobbying both church membership and Delta Municipal Council, Southpointe obtained approval in June 2010. A tireless and generous parent community banded together to secure the capital necessary to complete the project. In January 2012, the school welcomed over five hundred students back to school for Winter Term into its brand-new 68,000 square foot facility.

Southpointe Academy has always sought to expand the boundaries of what is possible, enhancing its curriculum and extra-curricular opportunities for students. The Project Discover Program develops self-reliance, decision-making, leadership and respect for our natural environment; partnerships with schools in China, Spain and France allow for student visits and exchanges around the world. From its local, community-oriented origins, it has grown to develop a truly global educational vision.

Today, Southpointe Academy remains committed to its founding mandate – since 2005, its graduates have graced the halls of some of the most renowned post-secondary institutions in Canada, the United States, and the United Kingdom.

Program Overview



Academic Program

Junior School

Consisting of students from Kindergarten to Grade 5, Southpointe's Junior School provides a welcoming, nurturing environment in which young minds are actively engaged and motivated to learn. In accordance with the British Columbia Curriculum, students receive instruction in Language Arts, Mathematics, Science, Social Studies, Art, Music, Drama, Modern Foreign Language, as well as Physical and Health Education.

Southpointe Academy is committed to supporting the IB programme and philosophy at the K-5 PYP level. This is an inclusive programme for all students of the K-5 school programme with all students engaged with the PYP to the fullest extent possible.

Senior School

Southpointe Academy challenges students to think inventively, preparing them for a rapidly changing world hungry for innovation. Its rigorous academic plan delves beyond the expectations of the British Columbia curriculum to equip young minds with the independent and collaborative tools that well-rounded scholars require. Through the AP Capstone program in students' Senior Years (Grades 10-12), the school offers a number of courses in the humanities, math, and science enabling students to refine their time management and study skills. Students consistently achieve high academic standing on AP examinations, reflective of their preparedness for the next phase of their education. Over the past decade, a majority of Southpointe's students have won acceptance to the university and program of their first choice. A preparation for life is a focus of the well-rounded program where students experience, on top of their academic endeavours, an extensive array of extra-curricular opportunities, including the arts, athletics, community service and experiential learning. Its students are engaged as local and global learners through trips that take them from Vancouver Island to Europe and Asia.

Southpointe Academy is a candidate school for the International Baccalaureate (IB) Middle Years Program (Grades 6-9) and pursuing authorization as an IB World School. IB World Schools share a common philosophy—a commitment to improve the teaching and learning of a diverse and inclusive community of students by delivering challenging, high-quality programmes of international education that share a powerful vision.

University Advising - As a university preparatory school, post-secondary advising represents a central component of Southpointe Academy's Senior School program. With support from its counselling staff, Senior School students probe the extensive domestic and international university landscape to discover potential career interests and related post-secondary programs.

Head of School, Southpointe Academy

Learning Commons

At Southpointe Academy, the Learning Commons functions as a collaborative environment designed to facilitate, support and enhance the Academy's learning community. As a space housed physically within the Hodgins Library and virtually at Southpointe's Learning Commons website, this information hub is the school's focal point of inquiry. With the support of Teacher Librarians, a Library Technician, and Southpointe's Educational Technology Specialists, the Commons accommodates a collection of over 7,000 print resources, as well as mobile laptops, iPad carts, and Chromebooks for student use. Furthermore, the website provides a virtual database collection and a variety of toolkits for student and teacher support. The mobilization of IT-based streams of learning imparts students with the technological proficiency to be successful learners in the 21st century.

The Learning Commons is designed to be the hub of community learning with the vision to:

- Facilitate community engagement and inquiry.
- Promote print and digital literacy to empower lifelong readers and learners.
- Cultivate an environment for collaborative teaching and learning.

Activities & Clubs

At Southpointe, students are actively encouraged to involve themselves in all facets of student life: to cultivate their passions, to pursue their interests, and to reinforce their strengths. Southpointe offers a wide array of activities beyond the classroom to ensure a well-rounded experience for all students.

Whether devoting time to building props for the school play, emulating international diplomacy through Model United Nations, or mastering the art of debate, students have a chance to discover activities that they truly enjoy.



Arts

The Arts inspire creativity, demand dedication, and promote collaboration. Structured outlets for creative expression allow students to think differently, to push the bounds of their imagination, and to discover talents they may not have known they possess.

Southpointe values the role the Arts play in producing well-rounded, self-aware, and confident individuals.

Visual Art

The Visual Arts program focuses on developing visual literacy. Beginning in Kindergarten, Southpointe's young artists gradually study the elements and principles of art design. From a study of line, to patterns, through to image development strategies, students accrue technical abilities each year such that as they grow, they constantly connect concepts and amalgamate their skills. Students are not only challenged to take creative risks but to learn to appreciate the artistic process. To be a successful artist, one must get excited about what they do.

Head of School, Southpointe Academy

Through a continuing partnership with the South Delta Artists Guild, Southpointe students have an opportunity to learn from and collaborate with established artists in the community. In addition to formally scheduled art instruction, students are encouraged to join the Art Club and attend drop-in sessions.

Performing Arts

Drama and theatre enables creative exploration. From Kindergarten to Grade 5, students begin to open their creative self in harmony with their respective PYP units of inquiry. Students then embark upon a program designed to improve oral communication, impart confidence, connect emotionality with the body, and edify live interpersonal skills.

For the theatrically inclined Senior School student, Southpointe Academy's drama department offers a forum through which to refine both interpersonal skills and process theory. Through an array of transformative exercises, students learn to be articulate both in thought and speech. Acting necessitates peer co-operation and requires personal responsibility. In collectively practising theatrical theory, 'improv' exercises, and elements of classical theatre, students develop as individuals.

Through Southpointe's extra-curricular theatre program, students undertake an annual major production. Each summer, the drama department scours over a dozen plays before selecting an ideal production piece. Auditions are open; all students are encouraged to participate. In the past, students have performed Thornton Wilder's *The Matchmaker*, William Shakespeare's *A Midsummer's Night Dream*, Kevin Kerr's Canadian classic *Unity (1918)*, and a number of musicals. Both the Middle Years Programme and Senior School productions are very well received and greatly anticipated by the school community. The school's annual plays are not to be missed, receiving rave reviews every year.

Choir

At Southpointe Academy, musical instruction is delivered as a serious discipline. As with our other fine arts offerings, choral training commences in Kindergarten as part of the PYP. Using the Kodály Method, Southpointe's program imbues basic music literacy: oral musicianship, vocal techniques, aural training, history and concert presentation. As students move through the program, they calibrate their tonal centre, review musical structure and assign musical theory to memory. At the Senior School level, choral students receive performance-driven instruction. In order to find success and develop individually, they must work together to refine their harmony and establish their 'sound'.

Band

With a strong foundation in musical theory, Southpointe Academy's students begin instrument training in Grade 5. Using the clarinet and symbols, these students master the fundamentals of musical notation before moving on to a formal concert band setting and selecting their own instrument the following year.

With a strong foundation in concert band, Senior School students perform technically challenging pieces of music. Students in Grades 10 through 12 perform together, affording younger musicians with the opportunity to learn from their older peers.

Southpointe's ensembles not only collaborate within the classroom, but they must also learn to work together on the road. All of their bands travel and participate in music festivals and competitions.

Athletics

The Athletic Programme at Southpointe Academy is designed to augment physical, social, and emotional development. Whether adept at striking a ball, tending goal, or attempting a 3-point shot, a Southpointe Titan engages in active, healthy living. A complement to Southpointe's academic and physical education curriculum, the Athletics Programme develops character, leadership, and interpersonal skills.

Head of School, Southpointe Academy

Junior School

At the Junior School level, the Athletics Programme endeavours to foster school spirit and a sense of community. Building upon the objectives of its Physical Education curriculum—from movement to cooperative games to skill development—students are exposed to a number of extra-curricular and intramural sporting opportunities. Students learn to be as gracious in defeat as in victory, to persevere during hardship, and to work cooperatively in achieving a common goal. Southpointe strives to cultivate a strong sense of commitment towards an active, healthy lifestyle, as well as a disciplined approach towards both skill development and fitness.

Southpointe Academy is a member of the Independent Schools Elementary Athletics Association (ISEA) and their teams participate in inter-school competition against other schools in this association as well as in community club meets and exhibition games/tournaments versus local public and independent schools.

Senior School

Participation in athletics furthers school spirit. To this end, a student-elected Athletic Council promotes athletic programmes within Southpointe Academy's school community and champions school spirit. This group of Senior School students encourages participation in athletics amongst their peers and are responsible for facilitating Southpointe's intramural programme, planning their annual awards assembly and other sports related events, along with athlete and team recognition throughout the year.

At the high school level, Southpointe Academy is a member of the Independent Schools Athletics Association (ISAA), Delta Secondary School Athletics Association (DSSAA), Fraser Valley Secondary Schools Athletics Association (FVSSAA), and the Greater Vancouver Independent Schools Athletics Association (GVISAA).

Experiential & Outdoor Education



Project Discover

Students require challenge and change outside of their traditional school environment. They must depart from the comfort of their daily routines, initiate a process of self-discovery, and engage in co-operative learning with their peers. Some bonds can only be forged and learning experienced beyond the shelter of the classroom.

Southpointe Academy believes that outdoor education is a necessary for a holistic education. At Southpointe Academy, all students in Grades 4 through 12 are required to participate in Project Discover, Southpointe's experiential education program. Through a range of age-graded activities – camping, hiking, canoeing, ecological studies, marine studies, and caving – students not only attain a broader understanding of the world around them, but gain an appreciation for British Columbia's spectacular natural surroundings.

Head of School, Southpointe Academy

Project Discover is based on the following guiding principles:

- *Challenge.* The program pushes students to challenge their perceived limits – be they physical, mental or emotional.
- *Connection.* Each trip is fashioned to mirror classroom learning objectives, meeting provincially determined learning outcomes, while presenting an opportunity to connect with the natural environment.
- *Growth.* Students have a chance to discover and refine their own strengths and goals. The program is designed to impart technical outdoor skills that are developed and built upon through a gradual learning progression. It emphasizes and grows life skills: meal planning and cooking, healthy living habits, decision-making, problem solving, personal responsibility, and peer-collaboration.

Service Learning

A Southpointe graduate understands and fulfils their social and civic responsibilities.

Junior School

In the Junior School, Service Learning is accomplished through participation in student leadership programs and the Junior Citizenship Club where students serve as ambassadors in the surrounding local community. Comprised of Grade 4 and 5 students, the Junior Citizenship Club volunteers and organizes fundraising activities to benefit local charities. In the past year, for instance, participants solicited local business sponsorships and collected donations in order to make 'birthday party bags' for children and families dependent on food bank aid. Service Learning not only benefits our community, but also provides an opportunity for individual growth.

Senior School

Service Learning is accomplished through participation in student leadership programs, Junior Citizenship Club, and Grade 11 Service Week, where students serve as ambassadors in the surrounding local community. Service Learning not only benefits the community, but also provides an opportunity for individual growth.

All students at Southpointe Academy are required to complete community service. This past year, Southpointe's students served the McKee Seniors' Recreation Centre, the Tsawwassen Arts Centre, Crescent Stables, the Earthwise Gardens, and the Welcome Home Addiction Recovery Academy's Price Pro warehouse.

Student Leadership



Leadership represents a vital component of Southpointe Academy's mission. Southpointe Academy believes each student should be afforded the opportunity to strengthen and develop their leadership skills. Students are encouraged to participate actively in the school community through involvement in both informal and formal leadership roles, allowing them to harness their leadership potential.

Head of School, Southpointe Academy

The school's student councils are groups of democratically elected students committed to enriching student life and leading their fellow students.

Junior Student Council

Beginning in Grade 6, students can vie for a spot on the Student Council. Candidates demonstrate the qualities indicative of a leader: organization, collaboration, public relations and communication. The Junior Student Council consists of two elected representatives from each homeroom class in Grade 6-8, representing the interests of the entire Junior School. The Junior Student Council not only engenders school spirit, but also plans and initiates community-building projects.

Senior Student Council

In the Senior School, students and faculty jointly elect two student representatives at each grade level. Representatives speak for their peers on the Student Council, act as leaders and mentors, and run Senior School events. These can include spirit, educational, and fundraising initiatives.

Student Support

Southpointe Academy endeavours to meet the needs of each individual student, be it academic, personal, or professional. Southpointe understands that each young mind possesses unique characteristics that we hope to develop and strengthen. Through the Student Support Program, Southpointe provides students with access to academic learning support as well as social-emotional learning support to ensure their continued success in its school program.

Academic Learning Support

Not every student learns in the same way. At Southpointe Academy, each student is engaged to ensure they receive a lasting, fulfilling, and effective education. The teachers care: they are happy to assist students. In addition, Southpointe offers a weekly Peer Tutoring system has been established, in which Senior School students assist their Junior and Senior School peers in all subject areas. Southpointe Academy has a tradition of supporting students with mild additional learning requirements. The school has dedicated resources to this aspect of student learning and it is a goal to continue to support and strengthen this resource.

Social-Emotional Learning Support

Southpointe Academy employs two school counsellors to promote and enhance the development of the whole student at the Junior and Senior School levels. Southpointe employs a preventative and integrative approach to guidance, involving all parties in direct contact with a child: family, teachers, and counsellor.

Its Counsellors aim to imbue healthy self-esteem, self-awareness, and sense of responsibility to oneself and others. There are times when students of all ages are challenged and need guidance; the school offers a host of resources from which they can learn and grow.

For more information on Southpointe Academy, please visit: <http://southpointe.ca/>

Governance & Leadership

Board of Governors

As an independent school, Southpointe Academy is a not-for-profit organization, existing under the Societies Act of British Columbia. Registered as the Tsawwassen Independent School Society, the school is governed by a volunteer Board of Governors. The Board's mission is to support the mission of the school by taking viability-focused action on behalf of the next generation of students.

Southpointe's Board of Governors is comprised of the individuals listed below:

Daphne Hodgins	Chair
Will Westeringh	Vice Chair
James Leung	Finance Chair
Greg Umbach	Secretary
Cindy Laschuk	
Janette Pantry	
Sokhie Puar	
Bill Ross	
Bob Semple	
Rob Taylor	
Kelly Bahi	
Rocky Sethi	

Leadership Team

Southpointe Academy's Senior Management Team channels decades of experience at K-12 schools in Canada, the US and abroad; they serve as the infrastructure connecting all departments with the Head of School.

The Academy's Senior Leadership Team consists of the following individuals:

Dean Croy	Head of School (leaving June, 2018)
Mino Padda	Director of Finance and Operations
Shahin Virji	Director of Admissions
Zoe Campbell	Director of Advancement
Gordon Cogan	Senior School Principal
Michelle Sharma	Human Resources Manager
Paul Ketko	Junior School Principal
Cori Kusel	Senior School Vice Principal
Rob McCall	Director of Athletics and Alumni Relations

Strategic Priorities

Strategic Plan

Following a series of workshops involving more than 270 people, investing approximately 1,000 hours of their time, Southpointe's Board established the school's first-ever Strategic Plan in 2015 charting their goals and objectives through 2020. Southpointe's Strategic Plan is the culmination of input and feedback garnered from key stakeholders in their community: the Leadership Team, Parents, Students, Alumni, Faculty, Staff, and the Board of Governors.

The Strategic Plan is a series of goals, objectives, time frames and measurements, developed to guide the Leadership team and Board of Governors in setting priorities and focusing energy and resources. The Strategic Plan is Southpointe's road map and compass, charting its course for the future.

Mission

"We involve, instruct and inspire our students to learn, lead and succeed."

Southpointe's mission is to focus on developing outstanding citizens who are intellectually engaged, intrinsically motivated, and globally aware. Their balanced approach produces confident, well-rounded students, who are creative, independent thinkers, and communicators.

Vision

"The Southpointe community inspires learning for life."

Southpointe's school community aspires to impart a love of learning. They nurture and develop students' passion for learning, preparing them for a successful future.

Values

"Our shared values reflect our goal to be people of character and substance."

- *Kindness – We act with compassion and grace. We are empathetic. We help others.*
- *Integrity – We are honest. We have the courage to make the right choices. We take responsibility for our actions and their outcomes.*
- *Perseverance – we have the courage to overcome challenges. We stand committed in the pursuit of our goals.*
- *Respect – We honour the thoughts, experiences and perspectives of others. We treat others the way we expect to be treated.*
- *Responsibility – We are reliable and keep our word, seeing our commitments to completion. We seek to make a difference locally and globally.*

Goals

Linking Vision to Strategy

Clear and effective communication to Southpointe students, families and the broader community about the school and what they do. The members of the Southpointe community will understand, and will be guided by, the Mission, Vision, Values and the Profile of a Southpointe Graduate. The Southpointe community will become stronger and more vibrant.

- Southpointe's Mission, Vision, Values and the Profile of a Southpointe Graduate are communicated in a way that all stakeholders can access, understand, and be guided by them.
- Create a communication infrastructure that enable all parts of the school community to be engaged in what is going on at Southpointe.

Head of School, Southpointe Academy

Teaching and Learning

Southpointe will enhance its education and learning programs to ensure that their students are prepared for challenging post-secondary programs and life beyond Southpointe. The school will continue to focus on the recruitment, development and retention of an outstanding faculty.

- Develop an exceptional faculty.
- Enhance Teaching & Learning.
- Enhance teaching resources.
- Recruit new students & families to the Southpointe community.

New Infrastructure

Long-term planning of building and physical plant needs are divided into medium- and short-term timelines. This will allow Southpointe to focus on an intelligently planned future, working toward their long-term facility goals, but with the flexibility to modify those goals as the school develops.

- Secure enough land to provide field space for at least two full-sized playing fields.
- Add a cafeteria, other additional classrooms, and activity spaces.

Financial Sustainability

The school operates with sound business practices to ensure financial viability, while providing, high value for service. It will implement a diversified revenue generation strategy, which supports their growth.

- Financial Sustainability: Develop an operating surplus within 4 years and lay the foundation for capital reserves.

About Vancouver and Tsawwassen, BC



Vancouver's international profile has surged in recent years, thanks to the reputation it has garnered as one of the world's top liveable cities.

Vancouver spent almost a decade in first place on the Economist's worldwide 'most liveable cities' list; placed fifth in Mercer's 2012 Quality of Life Survey; and was recognized by Forbes as one of the world's top ten cleanest cities.

Vancouver has one of the country's most prosperous economies and is forecasted to have one of Canada's fastest-growing metropolitan economies. Home of Canada's largest port, Vancouver is a gateway for pan-pacific trade and many companies choose to headquarter here, particularly in mining and forestry sectors. Vancouver's major economic sectors include international trade, finance, natural resources, technology, film and tourism.

Vancouver has also been ranked as one of North America's healthiest cities. This can be attributed to the excellent lifestyle that "Vancouverites" enjoy, given their easy access to countless forms of recreation. Vancouver's natural surroundings offer limitless opportunities for outdoor pursuits, such as hiking and mountain biking in the spring and summer, and skiing at nearby Whistler-Blackcomb Ski Resort in winter. Sport fishing, hockey, boating, world-class shopping, concerts and festivals are also regular features of the Vancouver lifestyle.

Forty five minutes from downtown Vancouver, Tsawwassen (meaning "facing the ocean") is a suburban, mostly residential community located on a peninsula in the southwestern corner of the Municipality of Delta, British Columbia, Canada. The picturesque seaside community of Tsawwassen is located 25 minutes from the Vancouver International Airport (YVR) and near the BC

Ferries terminal for connections to Vancouver Island and the Southern Gulf Islands. Tsawwassen also provides the only road access to the community of Point Roberts, Washington via 56th Street.



Known for its relatively dry and sunny climate compared with other locations in Metro Vancouver, it receives nearly 40% less precipitation than downtown Vancouver. Tsawwassen is also home to many community and regional parks; Boundary Bay Regional Park (home to Centennial Beach) makes a great place to explore year round, whether on the trails near Centennial Beach or on the wide open Dyke Trail with its big views.

Tsawwassen has a number of shopping opportunities for the discerning shopper, with the most recent opening of Tsawwassen Mills in October 2016 as well as the largest shopping centre in South Delta (Tsawwassen Town Centre Mall).

For more information on Vancouver and Tsawwassen, please visit www.hellobc.com and www.tourismvancouver.com

Head of School, Southpointe Academy

Position Description

Head of School



Southpointe
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General

The Head of School is the educational and administrative leader and is regarded as the Chief Education Officer of the school. In collaboration with the Board, the Head of School is responsible for preserving, promoting, articulating, and instilling in the students the vision and ideals of the school. Appointed by the Board of Governors, the Head of School is accountable to the Board for providing overall leadership and direction of Southpointe Academy.

Specific Accountabilities

1 Governance

Provides appropriate and timely advice, background information and briefing materials to the Board in carrying out their range of governance responsibilities. Ensures they are kept abreast of all relevant information regarding Southpointe's activities. Supports the Board and each of its standing committees by providing the staffing resources required to fulfill their responsibilities. Ensures the Board and each of its standing committees function effectively and efficiently in fulfilling its governance responsibilities.

2 Leadership

Provides leadership and strategic direction to the school's leadership team, which has collective responsibility for achieving the mission and objectives set out in the Strategic Plan. Establishes and fosters effective relationships and collaborations across Southpointe Academy and encourages an interactive and consultative communications environment within and between academic units and within the school as a whole.

3 Strategic and Annual Planning

In collaboration with the Board, engages in future planning, setting of goals, and policy development that sets out a vision for Southpointe and defines the critical issues that must be addressed to move towards the vision; and specific objectives and strategies to deal with those issues. Similarly, ensures that there is an annual operating plan that sets out specific objectives for Southpointe Academy for each fiscal year.

4 Academic Leadership

Responsible for promoting, developing, and maintaining the highest standards of academic excellence in all aspects of school activities, including the following:

- Facilitating the recruitment of outstanding students, faculty, and staff to the school;
- Collaborating in setting and reviewing goals of department heads and providing leadership in the coordination and development of curriculum to maintain the highest standards of excellence in delivering educational programs;
- Directing the recruitment, assessment, development, and retention of academic staff; setting high academic standards for promotion decisions;
- Overseeing the assignment of teacher schedules, classes, supervision schedules, evaluation periods, and extracurricular activities;
- Facilitating the development of information technology and library systems that will support learning and program excellence; and

Head of School, Southpointe Academy

- Overseeing the planning of and leads the implementation of general student assemblies, Honours assemblies, and graduation exercises.

5 Organization and Management of Faculty/Staff

In accordance with the provisions of the collective agreement, ensures the establishment of progressive policies and programs that meet the needs of faculty and staff. Enables Southpointe to attract and retain teaching faculty and administrative staff and maximize the full potential of its human resources.

Maintains a clear definition of the responsibility and accountability of each faculty member; the ongoing management, direction and motivation of the faculty/staff; and a system of measurement of performance to ensure the accomplishment of the school's goals and objectives. Ensures a model of continuous professional growth for faculty is in place to maintain and strengthen the quality of instruction.

6 Human Capital Leadership

Provides strong and effective leadership to the faculty and staff of Southpointe Academy in order to capitalize on the full potential of this critical resource. Communicates, motivates, guides and directs all those involved to contribute fully to the realization of the school's mission and objectives. Maintains high visibility on the campus and fosters engaged two-way communication with faculty and staff.

7 Academic Leadership

Responsible for promoting, developing and maintaining the highest standards of academic excellence in all aspects of the school's activities, including:

- Facilitating the recruitment of outstanding students, faculty and staff to the school;
- Providing leadership in the coordination and development of academic programs to maintain the highest standards of excellence in delivering educational programs;
- Directing the recruitment, assessment, development and retention of academic staff;
- Setting high academic standards for promotion decisions; and
- Facilitating the development of information technology and library systems that will support learning and program excellence.

8 Relationships with Students

Builds a positive, active relationship with the student body at all levels by being visible throughout the school.

Encourages the involvement of students in all facets of the school.

Helps to foster a positive and inclusive culture at Southpointe Academy for all students. Acts as a healthy role model for student behavior and deportment. Provides inspired leadership and promotes morale, school spirit and self-discipline.

9 Relationships with Parents and Stakeholders

Encourages the involvement of parents and strives to foster a climate of open communication and partnership. Represents the school to all external audiences in a dignified and productive way. Builds community relationships with other educational institutions, community businesses and volunteer organizations.

Head of School, Southpointe Academy

10 Financial and Administrative Leadership

Ensures the effective utilization of the financial resources of Southpointe Academy within the objectives, policies and plans and budgets approved by the Board of Governors. In doing so:

- Reviews faculty budget submissions, and oversees the finalization and allocation of all faculty budgets;
- Determines the appropriate allocation of space and facilities; and
- Builds a strong and effective administrative team and delegates appropriately.

11 Fundraising

Within the context of the Strategic Plan and working with the senior management team and the Board of Governors, ensures development and execution of effective policies and procedures around the identification, cultivation and solicitation of donors, including the corresponding financial, administrative and community engagement.

12 Community Involvement

Attends the activities and events of the school to create a profile of accessibility and availability among parents and students. Has an interest in, and affinity for community engagement activities on behalf of the school.

Reporting Relationships

Reports Directly to:	Board of Governors
Directly Manages:	Director of Finance and Operations Director of Admissions Director of Advancement Senior School Principal Human Resources Manager Junior School Principal Senior School Vice Principal Director of Athletics and Alumni Relations
Oversees:	Faculty Staff
Relates to:	Students Parents Alumni Community Stakeholders

Head of School, Southpointe Academy

Candidate Profile

Head of School



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ACADEMY

Priority Criteria

- 1 Experience:** The ideal candidate will bring demonstrated administrative and teaching experience, ideally at both the secondary and elementary school levels from an independent or public school environment. Through personal, professional or educational and training experience, demonstrates a good understanding of the independent school environment. Experience in a unionized environment would be an asset.
- 2 Education:** Has a masters degree in relevant field or working towards completion and is a Certified Teacher.
- 3 Leadership Skills:** An effective leader with strong presence, comfortable in being highly visible and engaged in all aspects of school life. Excellent team builder with a proven ability to inspire, build trust through an open and transparent relationship with all levels of the organization. A proven track record of attracting, motivating and retaining high caliber faculty and staff, supporting their success with development and leadership opportunities. Seeks input from a variety of key stakeholders and considers diverse points of view, but is able to make decisions in an effective manner and deal with difficult decisions.
- 4 Business Acumen:** Proven business, financial and fundraising acumen. Strong business analysis skills and ability to interpret and make decisions based on results of analysis. Understands business drivers of successful independent schools; possesses the ability to provide leadership to the senior administration team to leverage opportunities to increase enrollment, fundraise successfully, enhance marketability through increased school profile, locally, nationally and internationally, and to ensure long-term fiscal health for the organization. Very effective business judgment.
- 5 Student Centered:** Genuinely interested in the students; engages them naturally and encourages and models exemplary personal and academic conduct. Sets high expectations, then leads students to meet and exceed them.
- 6 Relationship and Interpersonal Skills:** Engaging, approachable, diplomatic, open and will thrive on a meaningful interaction with others. Possesses the presence, maturity, political savvy and professional demeanor to generate respect, inspire confidence and relate effectively with the faculty, staff, students, Board, parents and other key stakeholders on issues related to both the strategic direction for the school as well as day-to-day operations. Exceptional employee relation skills; is highly visible amongst faculty, staff and students. Demonstrated ability in successful fundraising initiatives and a positive track record of donor engagement.
- 7 Communication Skills:** An excellent and dynamic communicator able to communicate effectively in a wide range of arenas, maintaining the focus on corporate vision and strategy. An excellent listener.
- 8 Strategic and Visionary Thinker:** A strategic and visionary thinker who takes a broad view of issues, encourages innovation, is prepared to accept the challenge of new ideas and execute an established vision. Able to work collaboratively in developing overall goals established by the Board to position the school to meet longer term strategic objectives.

Overview of Search

Estimated Search Timeline

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

- Development of the candidate pool: September/October 2017
- Client interviews: November/December 2017
- Decision and announcement: December 2017

About Us

Founded in 1946, Boyden was the first firm to focus entirely on retained executive search. Today Boyden remains a global leader in executive search, set apart by a client-centric approach and a consistent track record of recruiting high-calibre executive talent.

Boyden consists of an integrated global community of search professionals and industry specialists across more than 70 offices in 40 countries worldwide. With an intimate understanding of their local markets and a truly global perspective, Boyden Partners offer clients a decided advantage, both locally and internationally.

As one of the largest and most experienced executive search firms in the country, with more than 90 search professionals based in Calgary, Ottawa, Toronto, Montreal and Vancouver, Boyden Canada serves all of Canada's key sectors and executive functions. The search professionals of Boyden Canada have a rich foundation of experience and knowledge, reflected in the insight we bring to each of our industry and functional practices.

Our Philosophy

Boyden Vancouver focuses on providing clients with the highest return on investment in leadership, developing committed client relationships and exceeding expectations by working to four key operating principles:

- **Integrity:** We are committed to openness and candour with our clients, candidates, and each other.
- **Client focus:** Our clients always come first. Client satisfaction is the key measure of our success.
- **Innovation:** Anticipating and acting on our clients' needs helps us think creatively and challenge the status quo.
- **Teamwork:** Shared goals and cooperation with clients, among team members and across international borders, optimizes performance.

Boyden Vancouver has always respected the privacy and the confidentiality of the personal information provided to us in context with our executive search assignments. This has been a fundamental value in building trust with our candidates and clients.

Boyden Vancouver is a member of the Association of Executive Search Consultants and operates in a manner consistent with the AESC Code of Ethics.

Head of School, Southpointe Academy

Consulting Team

Craig Hemer, Partner is the team leader on this search. The other members of the consulting team are Ashley Dawson, Associate and Elaine Ausio, Project Coordinator.

Biographies



Craig Hemer, Partner

In his position as a Partner at Boyden Vancouver, Craig Hemer recruits executives in virtually all disciplines including executive management, operational management, finance, human resources, and academic leadership.

During his twenty year career in the executive search industry, Craig has supported many leading private and public sector organizations in British Columbia. He has worked with many small, medium, and large sized businesses in the identification of senior management leadership roles and C-Suite positions. He has worked with a variety of independent schools to identify senior academic leaders.

Craig is also known for his public service as an elected Councillor in the City of Vancouver. He was a member of the City Services and Budget Committee, Planning and Environment Committee, and was the Vice-Chair of the Vancouver Liquor Licensing Commission. In addition, Craig served as an elected Trustee on the Vancouver School Board and was Vice-Chair of the Board for three years.

In 2016 Craig completed eight years as a member of the Board of Directors for the Vancouver Board of Trade. He has been an advisory member to the Women's Leadership Circle Advisory Council comprised of executives from the private and public sectors. He is a former member of the Board of Governors for Langara College, a member of the Board of Directors of Vancouver College, and the Advisory Board for the UBC Sauder School of Business Executive Mentor Program. He spent nine years as a member of the Campaign Cabinet for the United Way of the Lower Mainland, has been a member of the Board of Governors for the Pacific National Exhibition, a Commissioner of the Vancouver Economic Development Commission, and Board Member of the Vancouver Public Library Board.

Craig holds a Bachelor and Master degree from the University of British Columbia with a major in psychology in both degree programs.

Company Information

Boyden

900 West Hastings Street, Suite 1400
Vancouver, BC
V6C 1E5
Tel: 604 685 0261
<http://www.boyden.com>