

# EMPLOYMENT OPPORTUNITY

## Position: Director, Hellenic School of Ottawa

**Application Deadline: June 30, 2009**

### JOB DESCRIPTION:

**Reports To:** Hellenic School Operations Committee  
**Program:** Saturday Mornings  
**Term:** 1 year term (2009-2010 school year), with option to renew for second year  
**Hours of Work:** Saturday mornings during the school year and additional hours, as required, for the proper performance of duties and functioning of the school

### DUTIES AND RESPONSIBILITIES:

In accordance with the policies and practices of the Hellenic School Operations Committee and in communication with the Ottawa Carleton District School Board (OCDSB), the Director must make administrative and pedagogical decisions pertaining to the Hellenic School of Ottawa, including, but not limited to:

- Managing weekly operations of the school;
- Establishing teachers' schedules and evaluation;
- Supervising teachers and students;
- Implementing the school curriculum (methods to deliver, assess, and review);
- Assessing curriculum annually in cooperation with the teachers and Hellenic School Operations Committee;
- Ordering educational material;
- Serving as a liaison between the Hellenic School, the Hellenic Community of Ottawa and Hellenic School Operations Committee and the OCDSB;
- Serving as a liaison with the Education Representative(s) of the Greek Consulate/Embassy/Government;
- Ensuring compliance with the Hellenic School of Ottawa and OCDSB guidelines;
- Hiring teachers and supply teachers with the recommendation of the HSOC;
- Meeting with parents and the Parents and Guardians Association
- Responding to and resolving school-related issues;
- Organizing special events: i.e. teacher seminars, pageants, festivities, parades (i.e., Christmas, Carnival, March 25, Graduation);
- Communicating and collaborating with Greek teachers of the International Languages program-High School level.

### ASSETS AND QUALIFICATIONS:

- Fluency in the Greek and English languages (spoken and written)
- Experience in leadership, management and teaching
- Completion of a university, college or certificate program
- Strong interpersonal skills
- Commitment to the implementation of the Hellenic School curriculum and additional cultural program
- Good oral and written communication skills
- Ongoing professional development
- Ability to work in a team setting
- Proficient in Greek culture

### SALARY AND WORKING CONDITIONS:

To be determined with the policies and practices of the Hellenic Community of Ottawa

### DOCUMENTATION REQUIRED:

- A curriculum vitae and cover letter

**APPLY TO** Attention Sofia Lazaridis Papadatos  
By email: [chairhsoc@gmail.com](mailto:chairhsoc@gmail.com)  
By hard copy: The Hellenic Community of Ottawa  
Attention Hellenic School Operations Committee Chair  
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