



Principal/Associate Head of School

Salary: \$85,000 – \$100,000 | **Start Date:** September 2027 or earlier | **Programs:** Montessori & IB

About the Role

Wheatley School's Board of Directors is seeking a dynamic, relational educational leader to serve as Principal; someone deeply committed to excellence in teaching and learning and to the experience of every child and educator within our community.

Reporting to the Board of Directors (until a new Head of School is hired), the Principal serves as the educational heart of the school: responsible for the integrity and continuous growth of our Montessori and IB programs. This role brings our vision to life in daily practice, supporting educators, nurturing student wellbeing, and cultivating a learning environment grounded in curiosity, belonging, and high-quality teaching.

The Principal may also maintain a classroom teaching assignment (approximately 20%) as needed to support staffing, continuity of learning, and overall program quality.

Key Responsibilities

Educational Program & Instructional Leadership

- Lead the implementation and continuous improvement of the Montessori and IB programs
- Ensure high standards of teaching, learning, and assessment with clear alignment between program expectations and classroom practice
- Support curriculum development, coherence, and innovation across the school
- Provide instructional leadership through coaching, mentoring, and professional learning for educators
- Foster a culture of reflective practice, collaboration, and continuous improvement

Program Accreditation

- Oversee all IB and Montessori accreditation, evaluation, and reauthorization processes, including staff preparation, documentation, and internal review
- Serve as the primary academic liaison with IB and Montessori organizations, working in partnership with the Head of School

Staff Leadership & Development

- Lead staff supervision and evaluation in partnership with the Head of School
- Support the growth, development, and performance of educators through clear expectations and ongoing feedback
- Contribute to hiring and onboarding processes to ensure strong alignment with program and culture

Student Experience & Wellbeing

- Ensure a high-quality student experience that supports academic, social, and emotional development
- Foster a culture of belonging, inclusion, and respect across the school community
- Address student needs and concerns, supporting positive and effective learning environments

School Operations & Systems

- Oversee the day-to-day operations of the school, including schedules, routines, and program delivery
- Ensure effective coordination of programs, events, and daily activities

- Establish and maintain systems that support consistency, communication, and smooth functioning across the school

School Culture & Community Engagement

- Nurture a school culture grounded in curiosity, respect, and collaboration
- Build and sustain trust-based relationships with families through clear communication and meaningful engagement
- Partner with families to support student success and wellbeing
- Strengthen connections across the school community to support a positive, inclusive, and engaged learning environment

Qualifications

Required

- 7-10 years of teaching experience with demonstrated instructional leadership
- Bachelor of Education or equivalent
- IB training and/or Montessori certification
- Strong knowledge of curriculum, assessment, and student support
- Demonstrated experience in IB and/or Montessori program leadership, with a strong understanding of program standards and implementation
- Proven ability to align curriculum, assessment, and learning environments with program expectations and continuous improvement goals
- Strong listening and relationship-building skills with proven experience in mentoring peers

Considered an asset

- Graduate degree in education, leadership, or a related field
- Experience leading or supporting accreditation, evaluation, or reauthorization processes (e.g., IB, Montessori, or comparable frameworks)
- Previous school leadership roles

How to Apply

Please submit your cover letter and resume/CV, along with any questions, to DJBhr@djb.com by June 30, 2026.

The Search Committee will review all applications and contact selected candidates to arrange interviews that will take place between July 20-21. If necessary, an alternate date can be arranged.

The Search Committee thanks all applicants and will connect with all who apply.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we will provide accommodations to applicants with disabilities throughout the recruitment, selection, and/or assessment process. Please inform Human Resources of the nature of any accommodation(s) that you may require.

AI tools may be used to support parts of the recruitment process (such as screening resumes and scheduling or organizing candidate information). Final decisions on all hiring steps are always made by our HR and Board leadership teams.