

INTERIM EXECUTIVE DIRECTOR



INVITATION TO LEAD: INTERIM EXECUTIVE DIRECTOR OPPORTUNITY:

Are you experienced in leading teams and guiding organizations through periods of transition? We invite you to step into the role of Interim Executive Director and lead our mission to elevate education, foster community connections, and ensure financial stewardship at CCS. In this transitional role, you'll collaborate with parents, alumni, and local leaders to create a safe, inclusive, and student-centered environment. Join us in shaping the future of our school during this pivotal time and help us continue to grow and thrive!

POSITION TITLE: INTERIM EXECUTIVE DIRECTOR

This dynamic role is crucial in shaping the school's success by overseeing the day-to-day operations of Calgary Christian School (CCS), responsibly managing its financial resources, ensuring compliance with all regulatory standards, and overseeing facilities. You will build and lead a strong, service-oriented leadership team within the Society staff, ensuring smooth operational processes across the school.

In this role, you will lead and inspire Society staff to work collaboratively and effectively, fostering a positive and supportive work environment. At the heart of community engagement, you will build meaningful connections with parents, alumni, donors, and local leaders to champion the school's mission and values.

As a key liaison with the Board of Directors, you will drive effective governance, implement strategic decisions, and report on Calgary Christian School's achievements and challenges. You will ensure the school's operations align with the strategic vision and contribute to the long-term success of CCS. Leading the directors and Society staff, you will foster a culture of excellence in educational programs and empower teachers in their professional and spiritual growth.

With a focus on a biblical, student-centred environment, you'll prioritize student well-being, leadership, and active participation, ensuring a nurturing and inclusive atmosphere. Your role will also require transparency in communication, diligent record-keeping, and the ability to navigate conflicts with fairness and empathy, always keeping the community's trust and collaboration at the forefront.



INTERIM EXECUTIVE DIRECTOR

OUR SCHOOL:

Calgary Christian School (CCS), located in the heart of Calgary, Alberta, has been a leading institution in providing faith-based, Christ-centred education for over 50 years. We serve students from Preschool to Grade 12, offering a holistic approach that integrates academic excellence with Christian values. As part of the Palliser School Division and the Calgary Society for Christian Education, we are committed to nurturing a vibrant and inclusive community grounded in faith, academic success, and personal growth.

This interim role, lasting up to 24 months, will focus on continuing the development of key initiatives as outlined by the Board of Directors and the previous Executive Director. As Interim Executive Director, you will play a crucial role in maintaining the school's momentum by managing financial resources, ensuring compliance with regulatory standards, and overseeing facilities. Additionally, you'll foster community engagement and ensure the school remains a hub for students, parents, alumni, and society members.

Your leadership will be essential in building and maintaining strong relationships within the school and the broader community. This includes promoting CCS's mission, fostering collaborative and open communication, and representing the school in public forums and events.

This role is ideal for a leader passionate about supporting educational excellence, fostering community, and building on the foundation laid by the outgoing Executive Director.

Position Type:

This is a contract role lasting up to 24 months while we work to fill the full-time role of Executive Director.

SUMMARY OF RESPONSIBILITIES:

- Manage financial resources and ensure compliance with all regulatory standards.
- Oversee school facilities and operations to maintain a safe, student-centred environment.
- Foster relationships with key stakeholders, including parents, alumni, and local community leaders.
- Serve as a key liaison with the Board of Directors, ensuring effective governance and communication.
- Drive the strategic direction of the school and report on progress.
- Empower staff to achieve excellence in their educational and spiritual journeys.
- Ensure transparency, accountability, and empathy in addressing challenges within the school community.



INTERIM EXECUTIVE DIRECTOR

SKILLS AND REQUIREMENTS:

- Exceptional interpersonal and communication skills: Ability to build strong, trusting relationships with staff, students, parents, alumni, and the broader community. A personable leader who fosters open, transparent lines of communication.
- Leadership in education or nonprofit administration: Proven experience leading teams and managing organizational operations.
- Community engagement: Strong commitment to developing relationships within the school and local community, encouraging active involvement and collaboration.
- Financial acumen: Ability to manage budgets and oversee financial resources responsibly and transparently.
- Board Operations Experience: Proven ability to collaborate closely with the Board of Directors, ensuring smooth operations and the effective implementation of strategic initiatives.
- Governance Expertise: Experience in governance practices is highly valued.
- Conflict resolution and empathy: A skilled mediator who can address conflicts with fairness and integrity, promoting a positive and inclusive school culture.
- Commitment to Christian education: A heart for fostering a Christ-centred environment that supports both academic excellence and spiritual growth.

Compensation:

Calgary Christian School offers a competitive compensation package. The salary range for this role will be commensurate with experience and range from the equivalent of \$115k to \$140k annually.

JOIN OUR TEAM:

Are you passionate about leading a dynamic, Christ-centred school community?

At Calgary Christian School, we are deeply committed to providing an educational experience that integrates faith, learning, and community. As Interim Executive Director, you will be responsible for ensuring that the school's leadership aligns with our foundational documents and Society Policies as well as our educational vision and philosophy. These guiding principles emphasize a Christ-centred approach to education, where each student is nurtured academically, spiritually, and personally.



INTERIM EXECUTIVE DIRECTOR

You will play a key role in fostering an environment where students can explore their God-given gifts, develop their character, and grow in service to others. Your leadership will ensure that CCS continues to prioritize these values, working in partnership with staff, parents, and the broader community to fulfill our mission of nurturing student's faith and learning for life.

Please review the following foundational documents to ensure you align with our school:

[Statement of Our Shared Faith](#)

[Educational Vision and Philosophy](#)

[CSCCE Basis and Educational Creed](#)

[Respectful Dialogues In Faith At CCS](#)

[5 Pillars of Excellence](#)

If so, we invite you to apply for the Interim Executive Director role at Calgary Christian School. To apply, please submit the following items to careers@calgarychristianschool.com

- Cover letter and resume
- List of references and contact information
- Statement of faith

Applications will be accepted until such time as a suitable candidate has been found.



**Calgary
Christian
School**

**Learn,
to shape God's world.**