

Aurora Academic Charter School (AACS) – Edmonton, AB

Principal Aurora Academic Charter School

Position: Principal

Level: School-Based Educational Leadership

Location: Assigned AACS campus, to be determined

Position Type: Full-time

FTE: 1.0 FTE

Contract: Teaching contract with administrative designation as Principal

Start Date: August 18, 2026

Reports To: Superintendent or designate

Job Details

Aurora Academic Charter School is a public charter school committed to student excellence within a structured, academically rigorous, and research-informed learning environment. AACS's mission is to empower learning excellence through sequenced instruction in a student-centred environment, supported by families. Instruction is informed by research and delivered in a whole-group setting with a focus on academic rigour and mastery.

AACS has grown from a single-school organisation into a multi-campus school community. As AACS continues to grow, the school is strengthening its school-based leadership capacity to support excellent instruction, strong student culture, effective staff supervision, consistent school operations, and clear communication with students, families, staff, and central office.

The Principal provides certificated school-based educational leadership at an assigned AACS campus. The successful candidate will work closely with the Superintendent or designate, central office staff, assistant principals, teachers, support staff, students, families, and external partners to ensure that the campus operates in a manner consistent with Aurora's charter, mission, instructional philosophy, policies, and expectations.

This position will be structured as a teaching contract with Aurora Academic Charter School, together with an administrative designation as Principal. The Principal designation reflects the school-based leadership responsibilities of the role, including instructional leadership, staff supervision, student conduct, attendance, family communication, school operations, implementation of AACS policies and procedures, and the development of a safe, orderly, academically focused school culture.

The Principal is responsible for leading the assigned campus in alignment with AACS's expectations and under the direction of the Superintendent or designate. The Superintendent remains responsible for the operation of Aurora Academic Charter School and for duties assigned to the Superintendent under legislation and Board policy.

Responsibilities

The responsibilities of the position include, but are not limited to, the following:

- Provide school-based educational leadership consistent with Aurora's charter, mission, instructional philosophy, policies, and expectations.
- Lead the development and maintenance of a safe, orderly, respectful, and academically focused school culture.
- Support high-quality teaching and learning through regular classroom presence, instructional feedback, supervision, coaching, and professional conversations.
- Ensure effective implementation of AACCS's curriculum, assessment, reporting, and instructional expectations.
- Support teachers in maintaining strong classroom routines, clear expectations, and consistent academic standards.
- Use student learning, attendance, behaviour, and school climate information to inform school-level planning and intervention.
- Supervise, support, and evaluate certificated and non-certificated staff, as assigned.
- Work collaboratively with assistant principals, Programme and Site Community Coordinators, Student Learning Services staff, teachers, support staff, and central office.
- Lead school-based responses to student conduct, attendance, family concerns, student wellness, and learning-support matters.
- Ensure that student discipline, attendance, supervision, and safety processes are consistent, documented, legally sound, and aligned with AACCS's expectations.
- Support inclusive education and Student Learning Services processes at the campus level, in collaboration with designated staff and central office leadership.
- Communicate clearly and professionally with families regarding student learning, behaviour, attendance, support needs, and school expectations.
- Maintain effective school operations, including supervision schedules, student transitions, school events, communication routines, emergency procedures, and day-to-day campus management.
- Support the implementation of school improvement priorities aligned with AACCS's Education Plan, Annual Education Results Report, assurance processes, and system goals.
- Contribute to central office and Board reporting as required.
- Support the implementation of AACCS policies, administrative regulations, procedures, and operational expectations.
- Maintain confidentiality and professionalism in handling sensitive student, family, staff, and school matters.
- Model professional conduct, sound judgement, and calm leadership in complex or sensitive circumstances.
- Perform other duties as assigned by the Superintendent or designate.

General Qualifications

The ideal candidate possesses:

- Valid Alberta teaching certificate.
- Leadership Quality Standard (LQS) certification is required.
- Successful school-based educational leadership experience is required; system-level educational leadership experience would be considered an asset.
- Strong understanding of curriculum, assessment, reporting, instructional leadership, and inclusive education.
- Demonstrated experience supporting complex student needs, student conduct matters, attendance concerns, and school-based intervention processes.
- Strong judgement in sensitive student, family, staff, and school matters.
- Ability to work effectively with assistant principals, teachers, families, external professionals, central-office staff, and other campus leaders.
- Excellent written and oral communication skills.
- Strong organisation, prioritisation, and problem-solving skills.
- Ability to work independently while contributing to a collaborative school and system leadership team.
- Ability to provide clear, consistent school-based leadership while working collaboratively with central office and other campus leaders.
- Ability to maintain confidentiality and handle sensitive matters with discretion.
- Alignment with Aurora's charter, mission, instructional philosophy, policies, and expectations.
- Master's degree or graduate-level study in education, leadership, curriculum, inclusive education, assessment, or a related field would be considered an asset.
- Experience leading professional learning, instructional improvement, or school-wide implementation would be considered an asset.
- Experience working in a charter, alternative, or academically focused school environment would be considered an asset.

Supporting Documentation Required

Applicants must provide:

- Cover letter
- Resume
- Copy of valid Alberta teaching certificate
- Evidence of Leadership Quality Standard (LQS) certification
- Names of three references, two of which must be current or recent supervisors
- Current Police Information Check and Vulnerable Sector Check, if selected as the successful candidate

All completed applications received by the deadline will be considered. Only shortlisted candidates will be contacted.

To apply, please send all documents to:

Ian Gray
Superintendent

Aurora Academic Charter School
igray@auroraschool.ca

Please include **“Principal”** in the subject line.

Posting closes at 4 PM on July 5 2026. The posting may remain open until a suitable candidate is found.