



German    Deutsche  
Language    Sprachschule  
Schools of    Toronto  
Toronto

**German Language Schools of Toronto / Deutsche Sprachschulen Toronto (DSS) is currently hiring for the position of School Principal**

for the upcoming school year, September 2024 to June 2025, Saturday mornings, from 10am to 1pm, at the DSS Scarborough East location.

The DSS is one of the largest German schools in Canada and has been teaching children for nearly 70 years. We are a not-for-profit organization.

Further information can be found on the link below:

<http://torontogermanschools.com/>

We are looking for an enthusiastic and engaged individual that is interested in a leadership position as School Principal to promote a safe, welcoming and accountable learning environment of the German language. This is a 10-month part-time independent contract position (approx. CAD 10,000 per year) that is renewable on an annual basis.

**Key Accountabilities:**

- Organization of the school including hiring and managing a team of teachers/instructors
- Operation of the school and all its related functions including: student registration, school permits, school books, reporting, recordkeeping and light bookkeeping
- Evaluate and supervise curricular and instructional effectiveness of student performances with the objective to offer language certification
  - o In accordance with the Common European Framework of Reference for Languages [CEFR](#) (*Gemeinsamer Europäischer Referenzrahmen für Sprachen: lernen, lehren, beurteilen* [GER](#)).
  - o In accordance with the requirement for the German language certification *Deutsches Sprachdiplom (DSD) I/II*
- Organize school events and initiatives with support of the parent community, such as school library, year-end events etc.

- Lead school public relations, advertising, school-based fundraising, and student recruiting activities at a local level
- Create and maintain harmonious and informed community relationships with parents and their representatives
- Cooperate with Administration, Board of Directors and other DSS schools in the GTA, as well as other relevant organizations outside DSS

### **Qualifications:**

The ideal candidate is fluent in German and English, and has demonstrated experience in a fast-paced, changing work environment. The individual should demonstrate self-starting, ability to learn, and continuously develop.

Strong written and verbal communication skills are required as well as being comfortable working with parents in a school environment.

Experience in a school environment would be helpful, though not necessarily a requirement.

Computer skills (Google Workspace, MS Office) are necessary to facilitate bookkeeping and reporting.

Familiarity with the German language certification *Deutsches Sprachdiplom* (DSD) I/II and the [PASCH initiative](#) would be an asset.

### **Application Process:**

Please submit your resume and cover letter online to [apply@dssgta.org](mailto:apply@dssgta.org) by 11:59pm E.S.T. on **Friday, April 26, 2024**. Please reference *PRINCIPAL AD* in your title.

We thank all applicants for their interest. Please note that only applicants selected for an interview will be contacted.

No agencies please. The applicant must be legally entitled to work in Canada.