



Kelsey School Division

322 Edwards Avenue The Pas, MB R9A 1R4

Phone: (204) 623-6421 Fax (204) 623-7704

Position	INTERNAL	Assistant Principal/Behavior Intervention
Location:		Kelsey Community School
Start Date:		September 9, 2026
FTE:		1.0
Term of Employment		Permanent
Salary:		As per collective agreement
Unionized/Non-Unionized:		Unionized
Application Deadline:		May 11, 2026, at 4:00 p.m.

Kelsey School Division invites applications for the full-time, permanent position of Assistant Principal at Kelsey Community School, an early years school, Kindergarten – grade 5 learning environment. This leadership opportunity requires a dynamic, student-centred administrator who is passionate about building strong relationships, fostering engagement, and supporting innovation in alternative education.

Qualifications:

- Valid Manitoba Teacher's Certificate
- Bachelor of Education or equivalent
- Early Years Teaching and/or administrative experience and/or leadership experience
- Recent school administration experience or leadership experience
- Experience using data-based decision making
- Demonstrated commitment to lifelong learning through ongoing professional developments/studies, committee work and educational leadership roles
- Evidence of skill and knowledge in leadership planning, organizing, evaluating to enhance decision making
- Demonstrated knowledge and abilities in leading and implementing school or system change initiatives based on the improvement of student achievement
- Demonstrated in-depth knowledge and understanding the processes necessary to advance the quality of teaching and learning
- Demonstrated ability, disposition and experience in working cooperatively and collaboratively with stakeholders and community
- Able to generate enthusiasm to develop and motivate a team
- Strong written and oral communication skills
- Commitment to a collaborative learning community
- Perform admin specific office tasks (ie: book keeping, timetabling support staff) as required by the school
- Developing and implementation of the school-wide behaviour plan for all students
- Timetabling effectively to support student needs
- Managing and supervising CUPE staff
- Developing and implementing BIP within a team approach

Please submit applications to:

Trevor Lane, Superintendent/CEO

c/o Carlee Stokolosa

Email: carlee.stokolosa@ksd.mb.ca

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Assets:

- Early years school administration and teaching
- Familiarity with authoritative documents
- Administration Act, Collective Bargaining Agreements
- Working cooperatively and collaboratively with stake holders and community
- Post graduate degree with a major in Educational Administration
- Familiarity with Power School Administration program
- History of community connections

Applicants are to submit a resume and a written statement of their education philosophy and leadership style. Please include three professional references with contact numbers or emails.

For more information, contact Jay Marin, Principal, KCS

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of
employment, the successful candidate will be required to submit a clear Criminal Record
Check (including Vulnerable Sector Check) and Child Abuse Registry check.*

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