

Director of Character Development

We invite applications for an opportunity at Edge School in the role of
Director of Character Development

About us

Since 1999, Edge School has been committed to making a difference in the lives of our student-athletes. Our mission is to build a culture of personal excellence in academics, athletics and character.

Located 15 minutes west of Calgary, Edge's 170,000 sq. ft. campus and sports facility is home to approximately 500 Grade 4-12 student-athletes enrolled in basketball, hockey, dance, golf, soccer volleyball, athlete development and our flex academics. Edge School's rigorous academic program is complemented by a focus on character development and athletics designed to develop 'three-sphered' individuals. Graduates gain entry to top universities in Canada, the U.S and abroad, and are part of a network of outstanding alumni, making a difference in their communities around the world.

To learn more about our school, please visit our website at: edgeschool.com

Job Description

Reporting directly to the CEO/Head of School, The Director of Character Development is an integral member of the Edge School leadership team and supports the character development of our students. In alignment with the Edge School vision and mission, the director is responsible for implementing a cohesive and robust character development model that promotes the personal excellence of all Edge School students across academics and sport. This leader models and supports key programs in the school and will help to ensure a positive, welcoming and safe environment for all Edge School students.

The director will oversee all character initiatives in both academics and athletics. As a member of the school's leadership and strategy teams, the director will work collaboratively to set direction and to ensure the school's strategic plan initiatives are aligned with the vision, mission, and values of the school. The maintenance of stakeholder relationships (students, parents, teachers and coaches) will be a critical component of this role as the incumbent will act as an ambassador for Edge School. Furthermore, the director will help create a positive culture within the school that promotes Edge's 3-sphere model of personal excellence in academics, athletics, and character development.

Key Accountabilities

The responsibilities of the Director of Character Development include, but are not limited to:

Overall

- Development, oversight and delivery of the Character Development curriculum (including the High School Leadership, Character and Social Responsibility locally developed courses), including junior and senior LEAD activity coordination.

- Leading Edge School's Diversity, Equity and Inclusion strategy.
- Working collaboratively with the Director of Enrolment with a focus on on-boarding new students and families to Edge School. This includes a significant role in New Student and New Family Orientation.
- Coordinating Town Halls/guest speakers that support the character development of the entire student body.
- Supporting the delivery of the student leadership program.
- Overseeing the student community outreach program and working with teachers and coaches to ensure alignment with vision, mission and values.
- Working collaboratively with the Principal, Assistant Principal and Director of Athletics and Programming on the development and delivery of an overall school culture and sport culture plan.
- Playing an active role in school committees, including but not limited to, team selection committee, awards and recognition committee, student success and DEI committee.
- Some evening and weekend work will be necessary to meet the expectations of this role.
- Travel may be required from time to time to support athletic/team programs.
- Leading ongoing Professional Development for staff regarding character development, student leadership and school culture.

Curricular Outcomes and Feedback

- Working closely with teaching faculty and coaches to support the character development of student-athletes.
- Support the development and implementation of the restorative justice process for school discipline.
- Developing, planning and effectively delivering the character curriculum throughout academics and athletics.
- Supervision of student-athletes in your care, while on campus and during off-campus activities.
- Creating a robust character evaluation to complement academic, athletic and effort evaluations.
- Support Edge School's outdoor education program, ensuring that there is a character focus.

Stakeholder Relationships

- Fostering and maintaining positive relationships with students, parents, faculty, staff, coaches and external partners.
- Engaging with parents in an effort to establish a character development framework that is supported at home.

Admissions and Recruiting

- Working in collaboration with the Director of Enrolment during the student on-boarding process.
- Monitoring of student character concerns as part of re-enrollment discussions.

- Working in collaboration with the Director of Enrolment on prospective family relations and recruiting.
- Developing a thorough admissions character assessment.
- Supporting the Director of Enrolment in the planning and delivery of the annual Edge School Open House.

Athletics

- Supporting all athletic coaches/staff in the development and implementation of comprehensive annual character and culture building plans.
- Regular check points with coaches, teachers, and teams/academies on character development.
- Working closely with the in-school mental performance coach (Sport Psychologist) to ensure that student-athletes receive timely and appropriate character development support to develop skills necessary for effective personal and group leadership.
- Responsible for the development and delivery of the Edge School character accountability framework.
- Member of the team selection committee for team programs.
- Supporting the delivery of ISAA sport programming. This includes having a character focus for ISAA programming.

Programming

- Supporting the creation and delivery of 3-sphere revenue generating opportunities.

Marketing and Communications

- Working directly with the Director, Marketing, Services and Events to ensure that Edge student and staff character stories are marketed and communicated effectively to all key stakeholders.

Fund development and stewardship

- Working collaboratively with the Director of Fund Development to facilitate Advancement and related initiatives/programs.
- Supporting Edge School fundraising activities and assisting with donor/partner stewardship.

The ideal candidate will have the following:

Education

- A degree in education or related field.
- A Master's Degree in education or related field would be an asset.

Experience

- 3-5 years in a school-based administrative position.
- High level sport background as an athlete or sport leader would be considered an asset.
- Experience in a leadership role developing and implementing a character program would be an asset.

Competencies and Attributes

- Embrace and model the Edge School vision and mission statement.
 - Committed to providing a positive, safe, and welcoming environment for all students.
 - Ability to thrive in a fast paced and dynamic team environment.
 - Passion for youth sport and athlete development.
 - Intelligent, reflective, and well spoken.
 - Engaging personality with the ability to connect with people.
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- Detail oriented and organized.
 - Unpretentious, genuine, and personable.
 - Energetic and eager to engage actively with students and parents.
 - Able to navigate difficult decisions and effectively communicate them to the community.

Compensation

Edge School offers a competitive compensation and benefits package. Salary will be commensurate with skills, education, and experience.

To apply

If you would like to join this outstanding school that is focused on building well-rounded individuals and fosters a culture of collegiality and personal excellence, we want to hear from you. Edge School is committed to creating an inclusive workplace that values diversity. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or veteran status.

- Please email a cover letter and resume to careers@edgeschool.com by July 10, 2026 . Please reference the position title 'Director of Character' in the subject line of your email.
- By applying for this position, you consent to the collection, use and necessary disclosure of the personal information provided during the application and selection process. All applicants will be kept on file for three months.
- Only those candidates who are selected for an interview will be contacted.