



POSITION DESCRIPTION

POSITION: Elementary School Principal
REPORTS TO: Head of School
CONTRACT TERM: 3 School Years (2020-2023)
JOB OPENING: 19 March – 19 August 2019

PURPOSE

The Elementary School Principal is responsible for providing academic and administrative leadership to the Elementary School (ES) learning community. The Principal shall lead and inspire the faculty members toward dynamic and engaging teaching practices. In keeping with this responsibility, the management of all ES affairs shall be in support of the School's mission, vision, values, and dispositions. The ES Principal supervises the ES administrators, faculty members, host country staff, and students. This position reports to and is evaluated annually by the Head of School on the basis of this job description and objectives established on a yearly basis.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree
2. Relevant administrative credential
3. Minimum 5 years of experience in a leadership role or in an administrative capacity
4. International experience in a similar school setting preferred
5. Knowledge of and experience with ES curricular programs
6. Creative and innovative thinker
7. Advocate for Inclusion through Differentiated Instruction and EAL in the Mainstream
8. Versed in the Understanding by Design model
9. Student-centered decision maker
10. Organizational ability, initiative, effective communication and interpersonal skills
11. Demonstrated cultural sensitivity
12. Capability in making and communicating decisions
13. Demonstrated resilience, resourcefulness, relating and reflectiveness
14. Clear commitment to Child Protection, safety, service learning and environmental stewardship

DUTIES AND RESPONSIBILITIES

1. Implementing, supervising and evaluating the instructional programs of the ES
2. Coordinating periodic needs assessments of school programs
3. Assisting the Deputy Head of School and Human Resources Manager in recruitment, performance management, development and retention of ES administrators, faculty members and host country staff
4. Overseeing the selection of team leaders and vice principals (in conjunction with Schoolwide administrators, if needed)
5. Reviewing, evaluating and coordinating sound financial management, including accurate program budget planning and ongoing fiscal accountability
6. Monitoring the establishment and assessment of student performance standards



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7. Setting agendas and providing direction for ES faculty meetings and managing in-service training in order to encourage staff development, and providing opportunities for professional growth
8. Working with the ES Vice Principal to develop and support School culture by:
 - a. Supporting and implementing curriculum practices
 - b. Supervising and evaluating faculty and staff
 - c. Developing professional development and annual goals and needs-based focus areas
 - d. Coordinating and providing professional development for all constituent groups
 - e. Managing all aspects of the School day and cycle
 - f. Guiding, implementing and supporting grade levels and departments on activities, events and experiences for students, faculty and staff
 - g. Meeting with parents, teachers and students as needed
 - h. Working with Student Support Team on student needs
 - i. Coordinating framework for discipline
 - j. Overseeing preparation of the Master Schedule and the appropriate scheduling of all students
9. Supervising the establishment and implementation of student referral procedures and execution of student ILP's by ES faculty
10. Ensuring the availability of co-curricular options for a broad range of students
11. Serving as a member of the administrative team. Communicating and cooperating with the other administrators to achieve School goals.
12. Providing for communications and public relations within the School community, including meeting regularly with parents
13. Revising the ES Faculty Handbook and Student-Parent Handbook as necessary from year to year
14. Working with Admissions Team and Elementary Leadership Team to ensure admissions practices and processes are implemented, and to review admissions cases as needed
15. Providing and at times leading parent opportunities for learning (parenting classes) and parent coffees
16. Developing opportunities and experiences for students; creating activities for student collaboration, performance, teaming, talent and leadership
17. Collaborating and teaming with other principals in support of School Wide strategic plan (Destiny Plan), goals and vision
18. Presenting to various constituent groups, including the Board of Trustees, PTA, elementary parent groups, prospective parents and external organizations as needed
19. Performing other related duties and assuming other responsibilities as assigned by the Head of School



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TO APPLY

Interested qualified candidate, please send your cover letter, resume and 3 to 5 professional references to the Human Resources Manager, Megumi Runturambi, at rrunturambi@jisedu.or.id