

JOB DESCRIPTION – ASSISTANT PRINCIPAL

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| Reports to: | Head Principal |
| Contract Days: | 210 days |
| Hayah Mission: | Hayah is committed to creating and maintaining an environment that fosters and enriches the personal and academic growth of each student. Hayah empowers students to live with purpose, honor their cultural identity, respect diversity, and serve humanity by impacting local and global communities. |

MAIN DUTIES AND RESPONSIBILITIES

Goal

Supervise the teachers and facilitate their professional development. Work on the development of a cohesive and clearly articulated curriculum by working closely with the teachers in the school. Manage the instructional and non-instructional staff.

Major Duties and Responsibilities

- Create a positive and supportive team environment with open communication.
- Ensure that resources are available, including library resources, classroom resources, educational software, and hands-on materials for students.
- Assist teachers and parents in handling disciplinary concerns in a positive approach.
- Monitor and evaluate the program on an ongoing basis.
- Ensure that the curriculum is developmentally appropriate.
- Attend planning meetings of each level.
- Read and assess lesson plans.
- Report on weekly basis to the school superintendent.
- Cooperate and communicate with the management team.
- Provide opportunities for parents to be involved in the day-to-day functions of the school as well as events related to PTA and other social events at the school.
- Recruit and select teachers and other staff members who have necessary qualities, experiences and credentials.
- Assist teachers and other staff to set goals for their professional growth and development and analyze their progress in achieving these goals.
- Observe teachers, both formally and informally.
- Ensure that newsletters and calendars are issued on time to the parents.
- Plan and execute extracurricular activities.

EXPERIENCE

- Demonstrates aptitude for curriculum development, i.e. thorough lesson & unit plans, identification and/or development of course objectives, standards, overviews, and scope and sequence documents.
- Has completed the above duties at a high level of proficiency or shows aptitude and interest for performing these duties effectively with colleagues.
- Displays leadership, positive problem solving, and organizational ability.

QUALIFICATIONS

- Diploma in educational leadership and management.
- Minimum three years of experience as an administrator, preferably in an international school.
- Interpersonal skills; ability to work in groups.
- Good leadership skills

- Models Hayah values.
- Able to communicate effectively with parents; students and other staff.
- Mastery of assigned subject; knowledge of current practices.
- Knowledge of theory and practice of student learning styles.
- Good computer skills.

* This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: _____

Employee Signature: _____

Date: _____