



International School of Kigali-Rwanda
Engaging Individuals | Encouraging Success | Enriching Lifelong Learners

Job Description: Principal

GRADES: PK-8

REPORTS TO / SUPERVISED BY: Director

SUMMARY OF THE JOB:

The Principal supervises and facilitates the daily operations of the PK-8 program. Duties include meeting with parents, supporting teachers, students, and working with the Director. He/she is a member of the Administrative Leadership Team and contributes to the overall leadership and management of the school. He/she provides leadership within the division on:

- curriculum and instruction
- communication
- budgeting
- development and management of educational programs and goals
- manages discipline
- supports the mission/vision/goals of the school
- assist in the recruitment and evaluation of faculty and academic support staff
- ensures learning spaces are appropriate
- supports implementation of the strategic plan and accompanying action plans
- administers the program in accordance with school board policies and administrative rules and regulations
- is often present during after school events

QUALIFICATIONS:

Education / Experience:

Education:

- Holds an active teaching certificate
- Holds a postgraduate administrative certificate
- Holds a Masters degree, preferably in a field like Education or Educational Administration

Prior work experience:

- Has minimum three years of successful full time experience in school administration and supervision.
- Has a minimum of five years successful full time classroom teaching experience at the anticipated principalship level

Training:

- **Job Knowledge/Skills/Abilities:**

- Strong interpersonal and communication skills are vital to being a successful Principal
- An engaging leader and motivator, able to make decisions and manage their time well
- Demonstrate leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents
- Background in curriculum and pedagogy at the anticipated principalship level
- An understanding of, and experience with, the evaluation and supervision of teaching and non-teaching staff
- A profound understanding of student learning and the educational process
- A rich understanding of curriculum and curriculum development
- The ability to bring diverse people together to achieve a common goal
- The ability to think and plan both strategically and operationally

PERFORMANCE RESPONSIBILITIES, INCLUDING BUT NOT LIMITED TO:

- Fosters the success of all students by facilitating the development, communication,
 - implementation and evaluation of a shared vision of learning that reflects excellence
- Communicates a clear vision of excellence and continuous improvement consistent with school/departmental goals
- Responsible for the administration of the PK-8 program
- Attends required committee meetings
- Develops and administers general and specific discipline policies
- Assess the effectiveness of the instructional program
- Encourages and initiates continued improvement in curriculum
- Recommends to the Director curriculum changes, and staff recommendations
- Implements School Board policies and regulations
- Develops and updates the student Agenda
- Coordinates professional learning programs consistent with student needs, assessment and program evaluation
- Communicates high standards for teaching and learning
- Employs a variety of processes for gathering, analyzing and using data for decision making
- Works with Senior Administrators to develop and implement a school improvement plan as needed
- Develops an effective plan for allocation of fiscal resources
- Plans, implements, supports, and enhances teaching and student achievement
- Promotes the development of specific and measurable goals for student achievement
- Collaborates with teachers and instructional support personnel
- Ensures content alignment with standards
- Ensures that professional development activities are focused on student outcomes and

- aligned with instructional needs
- Overseas co-curricular program
- Establishes and successfully implements high standards of student behavior and models high expectations of students and staff
- Selects, inducts, supports, evaluates and retains high quality instructional and support staff
- Reviews, authorizes, or disapproves all professional staff requests for instructional materials and equipment
- Promotes effective communications and interpersonal relations among staff, parents, students and community members
- Assesses staff performance through observation and evaluation
- Orients new personnel
- Keeps the staff informed and seeks ideas for the improvement of the school
- Attends professional conferences, seminars, and workshops in education
- Maintains effective discipline and fosters a safe learning environment
- Models high expectations of students and staff
- Fosters good interpersonal relations among staff and students
- Assumes overall responsibility for the safety, security and appearance of the school
- Other duties as assigned by Director

TERMS OF EMPLOYMENT & POSITION STRUCTURE:

Supervision received: Director

Supervision exercised:

Pk-8 Teachers, Assistants, Coordinators

Exercise of Judgments / Level of decision making: High

Reports To: Director

Work days:

- 7:30-4:00 Monday thru Friday, special events in evenings and on weekends
- 5 working days before new teachers arrive and 3 working days after the last day of school for teachers