



Junior School Principal

Job Description

The responsibilities of the position are to be performed in accordance with the provisions of Acacia 'Employment Contract' & the 'Terms of Service'.

The Principal will provide Christ-like servant leadership to motivate instruction, and support personnel in providing the best possible opportunities for student growth and development, spiritually, academically and personally.

Areas of responsibility:

- developing and administering the general school routine
- participating in the selection of new teaching personnel
- observing, counseling, and motivating professional staff toward performances to attain the educational goals
- evaluating existing programs and practices, curriculum content, and pilot or experimental programs
- maintaining and promoting the Acacia school values amongst staff and students
- maintaining a standard of student behavior designed to promote, respect and minimize school and classroom interruptions
- encouraging and initiating continued improvement in curriculum and teaching methods leading to improved student outcomes
- identifying intellectual, physical, social and emotional needs affecting students' success in school, and taking steps to direct and coordinate the efforts of teachers and parents and special education personnel
- implementing student outcomes and reporting results to the board
- ensuring assessment data is used to promote improvement
- facilitating and planning staff meetings
- maintaining effective communication with staff, parents and students
- reviewing, authorizing, or disapproving staff requests for instructional materials and equipment within the approved budget
- attending professional conferences, seminars, and workshops in education and/or educational administration as per agreement with the Head of School or Deputy Head of School
- participating in administrative management team meetings and decisions facilitating overall direction of school
- contributing towards the Continuous School Improvement Plan
- performing all other duties reasonable and necessary to accomplish his/her primary function as requested by the Head of School or Deputy Head of School

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Review.

Person Specification:

- A mature Christian leader, willing to serve overseas
- Previous leadership experience as a Principal or in a similar role
- Knowledge of school administrative processes and educational regulations
- Strong IT skills, including leading teachers during blended or online learning
- Able to develop a strong Senior Management Team and delegate authority appropriately
- Ability to research, analyze and present school data
- Strong communication skills
- Crisis management
- Ability to mentor, coach and inspire teachers
- A teaching license, ACSI certification is preferred
- Masters in Education