



## ***JOB DESCRIPTION***

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|------------------------|-----------------------|
| <b>JOB TITLE :</b>     | <b>Principal</b>      |
| <b>SCHOOL / DEPT :</b> | <b>High School</b>    |
| <b>REPORTS TO :</b>    | <b>Head of School</b> |
| <b>SALARY SCALE :</b>  | <b>Admin Level 1</b>  |
| <b>REVISION DATE :</b> | <b>August 2019</b>    |

### **JOB GOAL / PURPOSE**

The International School of Beijing (ISB) aspires to be an adaptive, inspirational, forward-looking learning community, cultivating relationships that ignite each student's passion for lifelong learning. We will nurture the intellectual, physical, social, and emotional development of each child. We will embrace change, inspire creativity and foster innovation. We will actively promote global understanding and respect within and between cultures. Our community will model integrity and seek opportunities to serve with compassion and conviction.

Of utmost importance is our strong sense of community and vibrant, culturally diverse campus, where learning is engaging for our over 1,780 students representing more than 50 countries. Research-based programs, high-quality teaching, and outstanding and ever-improving facilities mean students at ISB are being prepared for success in a world that keeps changing at a breathtaking pace.

The High School Principal serves in all matters as the educational leader of the High School. The Principal ensures that all programs and practices of faculty and staff support the school's mission and philosophy and that all students, on a day to day basis, are provided with an excellent educational program.

The High School Principal will be responsible for the following areas under the specific direction of the Head of School.

### ***Leadership and Management***

- Provide principled, effective educational leadership to the High School division
- Hire, welcome and mentor new faculty and staff into the ISB system of teaching and learning
- Develop collaboration and support of students, faculty and staff in the major decisions affecting the division
- Demonstrate role-model traits that enable others to recognize the principal as a leader of leaders
- Create an efficient, productive and caring building atmosphere where all students and faculty have opportunity to be recognized for their best efforts
- Ensure that all of the school's resources are identified and being used to serve students and faculty members alike, helping both reach their full performance potential
- Assume responsibility for sound financial management including accurate program budget planning and fiscal accountability
- Establish annual goals and work plans that are consistent with and support the school's Strategic Plan and accepted program direction
- Serve as a contributing member to the school's senior management team

**Communication**

- Communicate effectively with students, faculty, support staff, parents, colleagues, and broader community
- Seek the involvement of faculty and parents in a wide variety of school activities
- Connect with teachers, staff, students and parents professionally and personally to ensure great experiences for all members of the HS community

**Staff Development**

- Develop, evaluate and retain the best educational professionals to ensure excellent teaching, effective learning and supportive teams at all levels of the HS
- Mentor and encourage professional growth and career advancement in all members of the HS
- Ensure that all teachers and support staff have a clear understanding of performance expectations and assure quality instruction in the classroom
- Develop the leadership capabilities of teachers so that instructional leadership becomes a shared responsibility
- Continue the commitment to Professional Learning Communities and an effective meeting culture

**Curriculum Leadership**

- Ensure that curriculum documentation defines what the students are to learn, what the teacher should be teaching and how the learning and teaching will be assessed
- Gather validating information that helps determine whether curriculum and instructional goals and student performance outcomes are being met
- Be an active participant and supporter of the co-curricular activity programs and parent events which provide opportunities for each student to “reach his or her unique potential”
- Engender high level of interaction and support of teaching and learning from the entire Student Support Services team

**REQUIREMENTS AND QUALIFICATIONS****Education**

- Possess appropriate degrees (at least post-graduate level or equivalent) as well as current certification in the area of High School Administration
- Current teaching certification highly desirable

**Knowledge and Experience**

- At least 5 years as a successful high school teacher and at least 5 years as a successful high school principal or assistant principal
- Overseas international school experience preferred, and/or demonstrated success in a multi-cultural school environment which has included other language learners
- Experience in developing and achieving an organization’s strategic plan and development initiatives
- Experience in supervising academic and program development and facilitating implementation
- Strong experience in development of curricular initiatives, including familiarity with Understanding by Design, curriculum mapping, standards-based assessment, and 21st Century Learning approaches
- Demonstrated knowledge of the curriculum development process including student and program assessment
- Proven track record in leading change and school improvement initiatives
- Experience in staff supervision and evaluation, with demonstrable knowledge of supervisory and administrative theory and practice
- Strong commitment to, and proven record of, fostering community involvement and support
- Experience with master scheduling
- Knowledge of IB Diploma a plus
- Knowledge of American graduation requirements and standards-based curriculum
- Experience in Asia a plus

### **Characteristics and Skills**

- Of strong moral character with the ability to engender trust in his or her leadership
- Student-centered, open, approachable, positive and supportive of school initiatives
- Truly enjoys working with students and is able to connect with students
- Results oriented, self-motivated, dynamic, energetic and creative
- Demonstrates the willingness to seek constant professional learning and professional growth as a committed life-long learner
- Demonstrates excellent analytical, decision-making, and planning skills
- Committed to fostering community involvement and support for students, programs and committees
- Able to work collaboratively with a management team to ensure the goals and plans of the ISB Board of Trustees are achieved and carried out
- Excellent organizational and managerial skills including the ability to motivate and lead a diverse team and an exceptionally strong faculty
- Excellent interpersonal and communication skills
- Is passionate about ISB's strategic vision and future
- Strong, culturally sensitive, collaborative leadership style – a listener who is a consensus builder
- Keen awareness of the role of technology in 21st century schools
- Able to engage in multiple tasks, to motivate and inspire others
- Able to both delegate and effectively monitor overall operations

### **Competencies**

- Leadership
- Collaboration & Teamwork, Interpersonal Skills
- Communication Ability
- Vision & Strategic Planning
- Decision Making
- Organizational Management