

## High School Assistant Principal

**Division:** High School

**Status of Hire:** Overseas Direct Hire (ODH)

**Key Reports:** This position reports to the High School Principal

### Objective:

Assist and support the High School Principal in supervising the total operation of the High School.

### Required Qualifications:

- A minimum of five years of classroom teaching experience
- Administrative/leadership experience
- Advanced degree in educational leadership
- State/provincial teaching credential
- A comprehensive understanding of best teaching and learning practices
- Strong people, social, and situational management skills
- Strong work ethic with a can-do attitude and a growth mindset
- Strong written and verbal communication skills
- Strong organizational skills with the ability to achieve and deliver results in a timely manner
- Strong technology skills including work with Google Suites, PowerSchool, and Learning Management Systems such as Schoology
- Experience in organizing virtual learning environments
- Flexibility and adaptability to change course quickly in rapidly changing times

### Preferred Qualifications:

- Classroom teaching experience in an international high school setting
- Administrative/leadership experience in an international high school setting
- Administrative state/board certification

### Duties and Responsibilities:

- Provide leadership in the High School in accordance with the philosophy, policies and procedures of YISS.
- Provide leadership in the accomplishment of the spiritual mission of the High School in the lives of the faculty, staff, and students.
- Set the academic and professional standard for the faculty, staff, and students.
- Own and oversee High School master scheduling: complete the new school year's master schedule on or before May 10, and troubleshoot scheduling conflicts by collaborating with the counseling staff.
- Provide leadership in the discipline program for High School students.
- Create new programs and processes to improve the functioning of the High School.

- Perform faculty and staff evaluations as assigned by the High School Principal with a mindset of growth and accountability.
- Establish and implement professional improvement plans for teachers as necessary.
- Propose annual changes or updates to the High School handbooks as necessary by working with the current High School Leadership Team to propose/review policies.
- Research and recommend suggested policies for the efficient operation of the High School.
- Prepare and present any reports to the Headmaster as requested.
- Be responsible for the efficient administration and effective functioning of the High School including working with department chairs as needed.
- Manage personnel affairs at the High School level including securing staff, recommending continuance, teacher advancement, dismissal or discipline of High School staff with the High School Principal.
- Collaborate with the Chief Academic Officer to accomplish overall teaching and student learning goals and recommend necessary changes.
- Coordinate High School chapel programs with the High School chaplain.
- Coordinate special events related to the High School program.
- Collaborate with the Director of Curriculum & Instruction and support the teachers' progress in Rubicon Atlas.
- Check grade books for the High School; check quarterly grades.
- Work with the Director of Curriculum & Instruction towards the continued growth of the High School Faculty in the direction of Standards Based Education and grading.
- Assist the High School Principal with promoting and maintaining positive parent and community relations.
- Work in coordination with other principals and assistant principals in the development of duty rosters, use of facilities, and other schedules.
- Generate reports required for maintenance, repairs, and security.
- Conduct checkout procedures for assigned staff at the end of year.
- Serve in the High School Principal's stead in the case of his/her absence.
- Perform other duties as assigned by the High School Principal.
- Abide by and support all policies of YISS, KFSF and NICS/OASIS.

*All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.*

### **Application Process:**

Interested candidates may apply using the website below:

<https://www.nics.org/accounts/register/>