

High School Principal

Department: High School

Status of Hire: Overseas Direct Hire (ODH)

Key Reports: This position will directly report to the Headmaster

Objective:

Supervise the total operation of the High School.

Minimum Qualifications:

1. Five years classroom experience and administrative experience required
2. Master's degree or equivalent required
3. Current Certification
4. Prior experience as school principal preferred
5. Experience with 1:1 laptop program preferred

Duties and Responsibilities:

1. Administer the High School in accordance with the philosophy, policies and procedures of YISS.
2. Provide leadership in the accomplishment of the spiritual mission of the high school in the lives of the faculty, staff, and students.
3. Set the academic and professional standard for the faculty, staff, and students.
4. Communicate constantly and clearly the operational progress of the high school to the headmaster.
5. Refine and develop current curricular programs of the high school in conjunction with the Chief Academic Officer.
6. Create new programs and processes to improve the functioning of the high school.
7. Perform faculty and staff evaluations with a mind toward professional growth.
8. Recommend with evidence to the headmaster the retention, termination, or non-renewal of high school faculty and staff.
9. Implement a professional improvement plan for teachers as necessary as a condition for continued employment.
10. Propose annual changes or updates to the high school handbooks as necessary by working with current high school leadership to propose/review policies.
11. Assist the headmaster by researching and recommending suggested policies for the efficient operation of the high school.
12. Prepare and present any reports to the headmaster as requested.

13. Be responsible for the efficient administration and effective functioning of the high school including working with department chairs as needed.
14. Manage personnel affairs at the high school level including securing staff, recommending continuance, teacher advancement, dismissal or discipline of high school staff in conjunction with the headmaster.
15. Conduct high school faculty meetings.
16. Work directly with the Chief Academic Officer and other members of the leadership team to accomplish overall school goals and recommend necessary changes.
17. Supervise the high school assistant principal(s), guidance counselors, chaplain, athletic director, and others as assigned.
18. Coordinate high school chapel programs with the high school chaplain.
19. Coordinate special events related to the high school program.
20. Check teacher Rubicon Atlas and grade books for the high school.
21. Check scheduling, supervise schedule problems of the high school, and complete next year's master schedule on or before May 10 th .
22. Be involved in public relations for the high school as well as assisting the headmaster with parents and community relations.
23. Work in coordination with the principals in the development of duty rosters, use of facilities, and schedules.
24. Report needs for maintenance, repairs and security.
25. Be a permanent member of the steering committee and prepare documents for the accreditation.
26. Train faculty and staff in the routines of daily operations.
27. Provide leadership in the discipline program for high school students.
28. Evaluate high school programs and personnel and recommend changes as appropriate to the headmaster.
29. Secure substitute teachers for the high school.
30. Facilitate checkout for assigned staff at the end of year.
31. Attend the meetings as directed by the headmaster.
32. Perform other duties as assigned.
33. 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.