

Elementary School Assistant Principal

Department: Elementary School

Status of Hire: Overseas Direct Hire (ODH) / Local Hire (LH)

Reports to: Elementary School Principal

Objective:

Provide leadership and organization to the elementary programs and faculty.

Minimum Qualifications:

- Five years of classroom experience
- Current certification
- Master's degree or equivalent
- Experience in multiple grade levels

Duties and Responsibilities:

- Be accountable to the Principal for assigned operations of the Elementary School.
- Be responsible to carry out those items at the elementary level that are distinctive of NICS schools as presented in the NICS Partnership Document and the NICS Missions Manual.
- Assist the Principal in the efficient operation of the Elementary School.
- Assist the Principal with staff development as requested and as needed.
- Assist the Principal in classroom supervision of the elementary faculty.
- Observe assigned teachers in various teaching situations, following up each observation with a post observation conference and written report as required by school policy.
- Conduct elementary faculty meetings as needed or required.
- Proofread elementary newsletters, progress reports and report cards prior to dissemination to students/parents.
- Assist in curriculum selection. This will include working in collaboration with the principal and staff to ensure YISS is following a cohesive schoolwide curriculum guide and scope and sequence.
- Attend and assist elementary chapel/oasis assembly programs in conjunction with the school chaplain.
- Attend and communicate special events related to the elementary program.
- Supervise instruction, assist teachers, involved with in-service programs, orientation, faculty meetings, etc. related to the Elementary School.
- Check scheduling and supervise schedule problems of the elementary and work with the principal to plan course needs, teacher needs, workloads and complete next year's master schedule on or before May 10.
- Work in coordination with the Principal in the development of duty rosters, use of facilities and schedules.

- Assist in training faculty and staff in the routines of daily operations e.g. attendance, records, grading, reporting, etc.
- Supervise substitute issues for the Elementary School.
- Assist in checkouts for assigned staff at the end of year including inventories, cleaning, storage, projected orders, etc.
- Assist Principal to meet the professional needs of the elementary school personnel.
- Observe the principle of Matthew 18 in conflict resolution. Avoid a negative, critical spirit. Take problems to the appropriate administrator as necessary.
- Safeguard the interests of the Network of International Christian Schools and its mission.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance and punctuality.
- Maintain a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Develop and maintain rapport with faculty, staff, students and parents by treating others with friendliness, dignity and consideration.
- Respectfully submit and demonstrate loyalty to constituted authority.
- Accept responsibility for other assigned duties deemed necessary by the principal for the operation of YISS.

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/>