

Al-Bayan International School

Job Description

School Division	KG/ES or MS/HS	Issue date	7-Nov-2019
Job Title	Assistant Principal	Reporting to	Principal

1. Position Overview:

To assist the School Principal in the overall effective administration of the school in pursuit of the fulfillment of BIS's mission. Utilize leadership, supervisory, educational and administrative skills to assist the School Principal in developing and implementing a program which meets the needs of all students.

2. Main Position Functions:

Primary Responsibilities
LEADERSHIP <ol style="list-style-type: none"> 1. Model the school mission's core values and abide by all school policies and procedures when interacting with the school community. 2. Reinforce the BIS mission, strategic plan and accreditation recommendations to school staff and ensure their implementation. 3. Commit to improvement and modeling the appropriate leadership principles and practices. 4. Assist the Principal in making data driven decisions based on school data and backed by current educational research. 5. Empower staff to make appropriate decisions in support of School Improvement Plan goals.
STAFF FOCUS <ol style="list-style-type: none"> 1. Cooperate with the Principal to supervise and evaluate school staff and take action accordingly. 2. Create a team environment that enables all staff to contribute to their full potential in pursuit of school goals (for example, hold faculty meetings, guide staff on department goals, work with counselors to support students...). 3. Seek, promote and provide appropriate professional development for school staff and provide opportunities for professional growth.
SCHOOL COMMUNITY FOCUS <ol style="list-style-type: none"> 1. Support the Principal in reviewing communication to be sent to staff, students and parents (surveys, newsletters, announcements, recognitions, etc.). 2. Be visible, approachable and active in the school community (on the playground, classroom visits, morning routine, school events, tests for Measures of Academic Progress, TALA, etc.). 3. Effectively manage complaints and resolve them promptly and amicably.
PROCESS MANAGEMENT <ol style="list-style-type: none"> 1. Adhere to the School's Procurement Procedure. 2. Coordinate with the Facilities Management Department to handle requests and promote a safe and orderly school environment. 3. Ensure the integration of technology to support productive systems for learning, administration, and work completion. 4. Manage student matters such as managing attendance, discipline and working with counselors, nurses, and student support/success teams. 5. Develop and manage substitution schedules.
STUDENT LEARNING FOCUS <ol style="list-style-type: none"> 1. Place the focus of work on learning and the real needs of students.

2. Remain current on curriculum, instruction, and assessment practices and provide conceptual guidance for teachers regarding best instructional practices.
3. Work with teams on enhancing curriculum maps, student assessment policies and practices for the school, vertical and horizontal alignment meetings...
4. Manage meetings to ensure student progress is made; these include meetings with counselor, staff support team, and others as needed.

OTHER RESPONSIBILITIES

1. To accept other responsibilities as assigned by the Principal and/or Director.
2. Cover during the Principal's absence.
3. Coordinate special events and activities.

3. Key Interaction

Internal	
Director	Curriculum, Instruction and Assessment Coordinator
Principals & Assistant Principals	Support Staff (Admin Assistant, Receptionist, etc)
Counselor	Admission Manager
Teachers & other Instructional Staff	LMS Coordinator
Instructional Coaches	Facilities Manager/Housekeeping Supervisor
Students	
Nurse	

External	
Parents & Guardians	Ministry Representatives

4. Tools & Technology

Tools	Technology
Desktop Computer	Employee Portal
Printer	E-mail
	Internet Browser
	MS Office
	Google Applications, PowerSchool and LMS

5. Decision Making

Decision Making
Makes complex decisions in the absence of rules

6. Language

- English or Bilingual (English & Arabic)

7. Qualifications & Experience

Qualifications
<ul style="list-style-type: none">○ Minimum Qualifications<ul style="list-style-type: none">○ Master's Degree in Education or Educational Leadership○ Teacher Certification○ Leadership Credential Preferred

Experience
<ul style="list-style-type: none">○ Minimum Experience<ul style="list-style-type: none">○ 4 years in a teacher leader position or 2 years in leadership or management positions○ 4 years in teaching