DESCRIPTION
The Principal is expected to exert leadership and management of the academic program in the elementary, middle school and high school divisions. He or she is responsible for managing the school in accordance with sound principles of curriculum, educational instruction, financial management, organizational development, student services and provide oversight of extra-curricular programs within their domains. The principals are appointed by the head of school to serve the following school year.

PERFORMANCE AREAS
A. Administration: Develops and implements goals and master plans that will ensure the effective and efficient operation of the academic program that is in full compliance with WASC/ACSI accreditation requirements. Provides leadership in all areas of the academic program with the purpose of inspiring an excellent educational environment.
B. Supervision of Instructional Staff: Screens, trains, develops, leads, mentors, supports and evaluates teaching staff so that each individual is spiritually and professionally effective.
C. Student Services: Oversees auxiliary staff and student services programs.
D. Academic Program: Works to maintain sound principles of curriculum, educational instruction and organizational development for his or her division. Recommends standards, policies, and areas of improvement by continually evaluating the effectiveness of the academic program.
E. Communication: Models and develops skills and forums that enhance staff, parent and student communication in order to increase mutual understanding and cooperation by acting as liaison between their school and the school community.
F. Student Welfare and Discipline: Administers age-appropriate and fair discipline to promote responsibility and stewardship in the lives of students and to maintain a safe and orderly school environment.
G. Extra-Curricular Activities: Promotes appropriate extra-curricular activities for students that enhance the overall school experience.
H. Parent Community: Endeavors to understand the expressed needs of parents and engages in relationships that will enhance the school environment.
I. Facilities: Ensures that a safe, comfortable school environment is provided for students to maximize their learning experience.
J. Finances: Develops, implements and maintains a balanced and fair budget that provides for the needs of teachers and students.
K. Other: Performs other tasks as requested by head of school.

TASK INVENTORY
This is a general list of most tasks and activities that the principal is typically responsible for over the span of an academic year.
Administration

- Makes decisions based upon maximum possible input from members of the divisions and any others affected.
- Appoints personnel to teach specific courses, subject to the approval of the head of school.
- Assists the head of school with New Staff Orientation and New Staff debriefing sessions.
- Assesses current practice, recommends and facilitates change/in-service (e.g. discipline, curriculum development, report cards, etc.).
- Coordinates and facilitates the WASC/ASCI accreditation process for their division.
- Takes responsibility for recommending schedules (e.g. lunch, chapel, elementary specialists, X blocks, parent conferences, school calendar items, etc.) for implementation.
- Serves on the Senior Leadership Team (SLT), School Management Team (SMT), Admissions Committee, and the Curriculum Team. Ensures his or her division is appropriately represented and that events and relevant dates are properly accounted for.
- Initiates the formation of job-specific ad hoc committees as necessary.
- Participates in admissions decisions regarding new student applications and appropriate grade placement. Makes recommendations for fair and current admissions policies. Monitors student enrollment for his or her division.

Supervision of Instructional Staff

- Meets with other division supervisors, department chairpersons, and relevant personnel to establish general priorities and creates scheduling that facilitates the carrying out of priority activities.
- Coordinates professional development for all teachers and staff under his or her direct supervision.
- Assists in the orientation of new instructional staff members.
- Recommends criteria for program and personnel evaluation.
- Performs appraisals of all staff under his or her supervision.
- Approves requests for personal days and work with sub coordinator to ensure coverage is provided when teachers are absent. Provides coverage for teachers who are not able to attend to their area of responsibility.
- Appoints department chairpersons.
- Conducts meetings with the staff of his or her division.

Student Services

- Oversees the ESL program and implementation of ESL in the mainstream (elementary and middle school only).
- Oversees school counseling program, special services, learning lab, distance education athletics/intramurals, educational technology, AV services, library, sub coordinator, teacher assistants, and other auxiliary positions. These responsibilities will be divided between all of the principals on an annual basis.
- Coordinates the student awards program and the awards assemblies. Ensures that the academic secretary prints honor roll listings and keeps track of student service points.
● Oversees activity sponsorship (e.g. student council, national honor society, drama, forensics, elementary clubs), class sponsorship and activities.

**Academic Program**

● Recommends academic standards and options (e.g. reading programs, credits, graduation requirements).
● Recommends course offerings and works with the counseling department to determine the scheduling of courses and of the school day. Approves student schedule requests that are outside the norm (e.g. summer school).
● Oversees distance learning coordinator and provision of distance learning (high school principal).
● Coordinates the administration of school wide standardized testing in conjunction with the counseling department. Effectively communicates testing dates, rationale and expectations to teachers and parents. Uses score report data in evaluating the curriculum and teaching practices at each grade level.
● Recommends personnel requirements for the instructional program.
● Recommends policy changes in the instructional program to the head of school.
● Oversees curriculum development, implementation, review, revision and communication thereof.
● Provides leadership in the accreditation process for his or her division.
● Oversees grade reporting. Works with the technology department and teachers to utilize PowerSchool in communicating student progress to parents. Elicits assistance in proofreading grade reports.
● Monitors the test, project, and homework load for his or her division, protecting students from academic overload.
● Makes recommendations for social promotion or retention of students with the assistance of the counseling department and special services.

**Communication**

● Notifies the parent community of upcoming calendar events and program updates.
● Participates in the update of the *Student and Parent Handbook, Programs of Instruction, Teacher Handbook*, and *Staff Handbook*.
● Coordinates Open House (with assistance from the director of development) and parent teacher conferences.
● Works with the Parent Teacher Organization.

**Student Welfare and Discipline**

● Administers student discipline referred by classroom teachers.
● Administers discipline for tardies and unexcused absences from school, violations of student conduct and dress. Reports any need for follow-up to the Student Services Team via the administrative counselor. Requests written report at conclusion of disciplinary time. Files all relevant disciplinary data in the student’s permanent file and records discipline and action taken in PowerSchool Admin.
● Recommends probation, suspension, or expulsion from school to the head of school.
● Works with the counseling department in cases of academic probation and reviews reports from the counselor regarding student’s progress.
● Maintains an overall sense of student health from the various departments of his or her division. Works closely with the counseling department and spiritual life director to ensure student needs are being met.
● Assists the head of school in developing, implementing, and evaluating school policies and procedures regarding crises and emergencies.
● Communicates regularly with the school nurse and ensures parents are aware of student health concerns and that students do not come to school sick. Communicates with parents any cases of head trauma or other significant injuries.
● Monitors student attendance and requests school receptionist and/or secretary to phone parents in cases of unexcused or unplanned absences.
● Monitors school enrollment. Balances growth with staff resources and facility usage. Keeps abreast of class caps and ESL percentages at each grade level.

Extra-curricular Activities
● Develops a developmentally appropriate student leadership training program.
● Takes responsibility for special programming (e.g. school exchanges, elementary school theme week, Battle of the Books, etc.).
● Ensures student permission forms and medical release forms are completed for all off-campus activities. Signs leave of absence forms for students with permitted and planned absences.

Parent Community
● Coordinates new parent meetings at the beginning of each semester. Ensures that new parents receive school publications and relevant information.
● Oversees the coordination of parent teacher conferences in cooperation.
● Encourages teachers to communicate with parents on a regular basis, especially in cases where the student is struggling academically.

Facilities
● Oversees the security and maintenance of current facilities and planning for future facilities.
● Recommends upkeep and development of school equipment and facilities.
● Recommends classroom-teacher assignments.

Finances
● Prepares and submits to the head of school and CFO a proposed annual budget for all accounts and programs under his or her supervision.
● Reviews and evaluates instructional program budgets and administering expenditures for the general instructional program.
● Keeps record of the cycle of ordering new textbooks.

Other
● Attends official school functions and activities in the division he or she represents.
● Attends school’s professional development program. Develops and implements a professional development plan. Encourages divisional personnel to do the same.
● Assumes responsibility for other tasks delegated by the head of school.
REPORTS TO
The head of school

QUALIFICATIONS
Required qualifications of the principal include the following:
- B.A./B.S. degree in education or related field
- Administrative experience, preferably in an international school
- Prepared to make a 3 year commitment.

Preferred qualifications of the principal include the following:
- M.A./M.S. degree in educational administration
- Administrative certification and/or 3 years of experience as an administrator
- Experience in an international school setting
- Knowledge and/or experience in staff development in a cross-cultural context
- Strong organization, communication, and interpersonal skills
- Experience with scheduling courses, allocating staff and facility resources
- Knowledge and/or experience with arrow-planning and the accreditation process
- Proficiency in curriculum development and evaluation
- Willingness to submit to the authority and decisions of the director and school board.

(Changes to this job profile must be submitted to the head of school for approval.)