

Job Title: Secondary School Associate Principal

Reports To: Secondary School Principal

Start Date: August 2024

Initial Contract: 3 Years



Position Overview:

The Secondary School Associate Principal (Grades 6-12) at ISK plays a critical role in leading day-to-day school operations, fostering positive student behavior, and supporting faculty through supervision and professional development. Working closely with the Secondary Principal, the Associate Principal will share, collaborate, and divide responsibilities based on individual strengths to best support students, teachers, and school programs. This collaborative approach ensures that the school functions smoothly and that resources are allocated to address priority areas effectively.

The Associate Principal's responsibilities include leadership in student discipline, positive behavior support, academic interventions, and streamlining operational procedures. The role focuses on creating an environment that enhances both student learning and teacher effectiveness, while promoting a holistic student experience and improving overall school functioning.

Key Responsibilities

1. Student Life & Behavior Management

- **Behavioral Support and Discipline:**
 - Develop, implement, and monitor positive behavior support systems to encourage responsible student behavior and foster a positive school climate.
 - Lead the school's discipline processes, ensuring fair and consistent enforcement of school rules while using restorative practices to resolve conflicts and behavioral issues.
 - Maintain records of disciplinary actions and interventions, collaborating with teachers, students, and parents to address behavior concerns.
- **Collaboration on Student Life Initiatives:**
 - Work closely with the SEL Counselor and Student Club Coordinator to promote a balanced and engaging student life program, supporting social, emotional, and academic growth.
 - Lead initiatives related to student clubs, advisory, extracurricular activities, and events to enrich the school experience beyond the classroom.
- **Intervention Programs:**
 - Oversee academic and behavioral interventions, ensuring programs address the needs of all students, including those requiring additional support or enrichment.
 - Monitor student progress and adjust interventions as needed to ensure effective support and growth.

2. Instructional Leadership & Teacher Supervision

- **Teacher Development and Supervision:**
 - Conduct regular classroom observations and provide constructive feedback to support teacher growth, instructional improvement, and professional development.
 - Partner with Secondary Principal to lead professional growth and supervision model, aligning feedback with professional development goals and school priorities.
 - Collaborate with the Principal to identify and implement best practices in instruction, curriculum, and assessment across grade levels.
 - Support teachers in integrating data-driven instructional strategies, fostering an environment of continuous learning and improvement.
- **Professional Learning Communities (PLCs):**
 - Guide the work of PLCs, encouraging collaborative planning, sharing of best practices, and analysis of student data to enhance teaching and learning.
 - Facilitate professional learning sessions, mentoring teachers to develop effective teaching practices and instructional strategies.
- **New Teacher Orientation and Mentoring:**
 - Assist in the orientation and onboarding of new teachers, providing mentorship and support to integrate them into the school's culture and expectations.
 - Ensure new staff receive adequate training in school policies, procedures, and teaching expectations.

3. Operations and School Management

- **Collaboration with the Principal:**
 - Work closely with the Principal to share, collaborate, and divide responsibilities based on individual strengths, providing comprehensive support for students, teachers, and programs.
 - Assist in the daily operations of the school, including scheduling, teacher assignments, and substitute coverage.
- **Attendance and Record-Keeping:**
 - Oversee student attendance management, ensuring alignment with school policies, and coordinating follow-up actions for absences.
 - Ensure the accurate and timely maintenance of student records, utilizing systems such as ManageBac and Google Classroom for data management.

4. Student Support and Collaboration

- **Academic and Career Planning:**
 - Collaborate with the University and Career Counselor to provide guidance on academic and career planning, forming a support network for Grade 11-12 students.
 - Participate in meetings with parents, teachers, and students to address academic concerns and promote student success.

- **Social-Emotional Learning (SEL):**
 - Partner with the SEL Counselor and Wellbeing Lead to develop and implement SEL programs that support students' mental health and well-being.
 - Monitor the impact of SEL initiatives, making adjustments to meet the evolving needs of students.
- **Extracurricular Leadership:**
 - Lead student life events and activities, coordinating with teachers and staff to ensure programs are well-organized and aligned with the school's goals.

Qualifications and Experience

- **Educational Background:**
 - **Required:** Bachelor's Degree in Education or a related field.
 - **Preferred:** Master's Degree in Educational Leadership, Administration, or a related field.
- **Experience:**
 - At least five years of teaching experience, with a minimum of two years in a leadership role (e.g., Associate Principal, Dean, Instructional Coach).
 - Proven experience in supervising and evaluating teachers, including supporting professional development initiatives.
 - Demonstrated success in managing student behavior, implementing positive behavior interventions, and using restorative practices.
 - Experience in an international school setting is an advantage.
- **Skills and Competencies:**
 - **Leadership and Collaboration:** Strong leadership skills with the ability to collaborate effectively with the Principal, teachers, and support staff to achieve shared goals.
 - **Behavioral Management:** Skilled in developing and implementing behavior management systems and addressing disciplinary issues in a consistent and equitable manner.
 - **Organizational Skills:** Ability to manage multiple responsibilities, prioritize tasks, and ensure efficient operation of the school.
 - **Communication:** Excellent written and verbal communication skills, with the ability to interact positively with students, staff, parents, and the broader school community.
 - **Technology Proficiency:** Familiarity with Learning Management Systems (e.g., ManageBac, Google Classroom) and other relevant educational technology platforms.
- **Personal Attributes:**
 - **Commitment to Student Success:** A dedication to promoting the well-being and academic growth of students.
 - **Adaptability and Resilience:** Flexible and able to manage changing priorities, with a problem-solving mindset.
 - **Ethical and Professional:** Demonstrates integrity and maintains confidentiality in handling sensitive information.

ISK is committed to fostering a diverse and inclusive environment. We encourage individuals from all backgrounds to apply, even if you don't meet every qualification listed. At ISK, we value diverse perspectives and experiences, so if you're excited about this role but feel your experience doesn't perfectly align with the qualifications, we still encourage you to apply. You may be the perfect fit for this or other roles. All appointments are subject to satisfactory criminal background checks.