

Head of the School (Principal)
Job Description

Apply by: Monday, December 10, 2018

Responsibilities and Functions:

- As Head of the School, you must assume complete responsibility for the school and its performance. You will be the supervisor of **employees**, including teachers and maintenance workers. Logistics, schedules, teacher and staff evaluations, and public relations fall under the purview of school principals.
- As a Head you will work towards the **improvement in students' performance and learning outcomes through interpreting DATA** collected through summative and formative assessments.
- You will be responsible for creating a **positive environment** by enforcing **discipline** to maintain **safety** as well as **improve morale**. Establish and promote **high standards** and **expectations** for all students and staff for academic performance and responsibility for behaviour.
- **Manage, evaluate** and **supervise** effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including but not limited to the instructional programs, extracurricular activities, discipline systems (to ensure a safe and orderly climate), building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
- Establish the **annual master schedule** for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
- Supervise the **instructional programs** of the school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations.
- Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, **demonstrating the importance and relevance of learning**, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
- Research and collect data regarding the needs of students, and other pertinent information.
- Keep the staff informed and **seek ideas for the improvement** of the school from the **leadership group**. Conduct meetings, as necessary, for the proper functioning of the school: Biweekly meetings for full-time staff; monthly staff meetings.
- Assume responsibility for the health, safety, and welfare of students, employees and visitors.
- Develop **clearly understood procedures** and provide regular drills for emergencies and disasters.

- Maintain a master schedule to be posted for all teachers.
- Establish schedules and procedures for the supervision of students in **non-classroom areas** (including before and after school).
- Maintain visibility with students, teachers, parents and the Board.
- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school. Create a parent body with clear purpose and meeting procedures.
- Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Complete in a timely fashion all records and **reports**- (weekly report/ minutes of the meetings) as requested by the Board.
- Maintain and account for all student activity funds and money collected from students.
- Communicate with the Board regularly about the needs, successes and general operation of the school.
- **Organize and supervise** procedures for identifying and addressing special needs of students including health-related concerns, and physical, emotional and spiritual needs
- Conduct **teacher trainings thrice** in a year in collaboration with training institutes/book publishers at least thrice in a year. Once before the start of session, then in the summer holidays (min 10 days) and finally in the third term.
- Nurture both students and teachers to achieve their greatest potential academically, instructionally and spiritually.
- Maintain in the school a spirit conducive to prayer and study.
- Enforce uniform policy and appearance policy so as to assure a school environment that is focused on group spiritual and academic achievement rather than on individuals.
- Promote Islamic values like compassion, empathy, charity, respect, love, honesty etc.

Skills:

- Business communication skills
- Time management and organizational skills (ability to prioritize tasks)
- Ability to multi-task
- Analytical skills
- High organization skills and efficiency

- Research organization and synthesis
- MS Office (Word, Excel, PowerPoint, Outlook)

Qualification:

MSc/Masters from HEC-recognized institute

Knowledge:

Experience (Minimum):

3-4 years of relevant work experience.

Apply at:

hr@alberuni.edu.pk

Note: “We are an equal employment opportunity employer”