



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

JOB DESCRIPTION

Job Title: Secondary Vice Principal

Category: Non-Thai; Half-time with teaching responsibilities or full-time

Division: Secondary

Reports to: Secondary Principal

POSITION PURPOSE & DESCRIPTION

The primary responsibility of this position is to manage, enhance, and oversee communications for Grace International School, including developing a cohesive and uniform system of communication both for internal and external stakeholders. You will also have the important role of communicating key messages to defined target audiences to establish goodwill and understanding between GIS and its stakeholders.

MISSION:

We are a Christian international school committed to providing Christ-integrated education for children of international workers in southeast Asia. We aim to cultivate students of Christ-like character and values who will transform their world. Our vision is to provide an inspiring learning environment for students and a vibrant workplace for staff.

GENERAL QUALIFICATIONS

- Is a mature Christian
- Bachelor's degree or relevant experience in electronic media, journalism, communications, or a related field.
- Possess skills and knowledge of computers and web management, visual communications, and social media.
- Demonstrated excellent writing/editing and verbal communication skills.
- A track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Relationship builder with the flexibility and finesse to "manage by influence."
- Strong interpersonal and leadership skills, possessing the ability to serve as a unifying force in a multicultural environment and to lead communications discussions at both the strategic and tactical levels.
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.
- Native English speaker.
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

Trustworthy Culture

- Develops and maintains positive and healthy relationships
- Communicates effectively in both speech and writing.
- Is culturally sensitive.
- Models integrity and honesty.
- Is able to listen and respond appropriately.
- Addresses and deals effectively with conflict when it arises.

Talent Management

- Makes it a priority to develop his/ her staff members
- Has the ability to have difficult conversations for the sake of growth and to bring out the best in people.
- Has the ability to create opportunities for growth and to empower his/her staff.

High Impact Strategy

- Makes a commitment to a Christ-integrated education.
- Has the ability to rally people around the vision of the school.
- Has consistent, high expectations for excellence.

Innovation and Involvement

- Has the ability to work in a collaborative and innovative way with diverse personalities to define and achieve common goals.
- Encourages intelligent risk-taking and learning through mistakes
- Challenges the status quo courageously.

Authentic Christian leadership

- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Exercises decisive leadership with humility.
- Represents the school in a favorable and professional manner.
- Is a relational leader who is present and approachable; knows what is going on in each division
- Goes directly to the person/s concerned when questions and problems arise.
- Assumes responsibility for the personal professional growth of the staff.

Clarity and Accountability

- Maintains a robust and rigorous evaluation through data analysis with the ability to develop clear strategies for improvement.
- Ensures that overall objectives of the division are being met.
- Communicates clearly the goals and expectations for staff behavior.

CHRISTIAN CONDUCT/ MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

GENDER STATEMENT

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image.(Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.

- Keep all matters regarding a colleague or student confidential
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

MAIN TASKS AND RESPONSIBILITIES

- Coordinate all internal and external school communications to ensure clarity and consistency.
- Regularly collaborate with senior administration and other departments to communicate the mission, vision, and core values of GIS.
- Oversee the messaging of all school branding materials which includes, but not limited to: newsletters, videos, social media, websites, press releases, community bulletins, annual reports as well as all materials used for the purposes of development recruitment, admissions, and advancement.
- Manage all social media accounts and websites owned or operated by GIS.
- Coordinate website maintenance to ensure that new and consistent information is posted regularly.
- Maintain a dynamic school parent portal and website.
- Generate content based on a collaboratively developed calendar to highlight curricular achievements, cultural values, and community events.
- Keep staff aware of projects, updated information, and changes in policy, in conjunction with senior administration.
- Build excellent two-way communication between the school and the community to create an atmosphere of trust and cooperation among all stakeholders.
- Facilitate community events to build good rapport between the school and parents.
- Welcome visitors on campus and coordinate tours
- Oversee marketing and promotional materials

We would love for you to join our team if you...

- Have a passion for the mission and vision of GIS
- Are a voracious learner and keep on top of the trends in communication
- Have a collaborative attitude - we are looking for team players
- Embrace diversity in a working environment