



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

JOB DESCRIPTION

Job Title: Secondary Principal

Category: Full Time/ Non Thai

Division: Secondary

Reports to: Deputy Superintendent

Supervises: Secondary Division Personnel

POSITION PURPOSE & DESCRIPTION

The goal of the secondary principal is to create and maintain a vibrant workplace through servant leadership and the overall management of the secondary school. The secondary principal will uphold and model the standards that are part of a truly Christian School. The secondary principal will seek to use his/ her God-given abilities to lead, supervise, and administer the secondary school so as to promote the spiritual, social, emotional and educational development of each staff member and student.

GENERAL QUALIFICATIONS

The Secondary Principal of Grace International School:

- Is a mature Christian
- Holds a master's degree or higher in education; studies in leadership or administration helpful
- Has experience in teaching and administration
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence
- Has the ability to use technology appropriately to accelerate achievement of division goals

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).

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

MAIN TASKS AND RESPONSIBILITIES

Administration:

- Develops an annual strategic plan in line with the overall school's strategic plan.
- Administers the secondary school and its instructional program in all its facets.
- Attends meetings with administrative personnel.
- Provides input to Superintendent on school affairs that affect the secondary
- Supervises and prepares such reports as may be needed.
- Works in harmonious cooperation with the Elementary Principal.
- Contributes to the annual updating of policy manuals and handbooks specifically the portions dealing with the secondary school.

Academic Program:

- Supervises instruction in all phases of the academic program.
- Leads the faculty in seeking to evaluate and improve a portion of the instructional program each year.
- Approves regular and early graduations.
- Directs the supervision and the evaluation of student records. (Academic Counselor)
- Directs the supervision and the maintenance of academic school records (e.g. attendance, grades, credits, test results, cumulative records). (Academic Counselor)
- Supervises the maintenance of accurate records on the educational progress of students.
- Supervises the ongoing accreditation process at the secondary level.
- Approves textbooks selections.
- Approves field trips.
- Submits written evaluations and recommendations at the conclusion of the school year.
- Supervises the planning and administration of the testing program.
- Supervises the grading system.

Activities:

- Approves school related pupil organizations or activities.
- Approves advertising for non-GIS activities.
- Supervises sponsored educational, job or career opportunities.
- Represents the secondary school before the community.
- Supervises the planning and directing of commencement activities. (Senior Advisors)

Curriculum:

- Participates in the development and updating of the curriculum.
- Recommends to the Curriculum and Instruction Director changes in or additions to the curriculum.
- Aides in the preparation of the master class schedule.
- Exerts leadership in the adaptation of the general program of education approved for the school to meet the needs of the community it serves.
- Helps ensure the instructional staff with the development and implementation of curriculum and student activities.
- Works with Curriculum and Instruction Director to help utilize all the resources of the school and the community in developing the most effective educational program.
- Ensures the ordering of textbooks and supplies.
- Works with the Curriculum and Instruction Director and Elementary Principal to coordinate a seamless academic curriculum.

Faculty:

- Assigns instructional personnel to their role/class(s) in the secondary
- Performs evaluations for faculty
- Involves instructional personnel in planning inservice education.
- Approves teacher absences and personal days.
- Supervises classroom instruction.
- Supervises the school staff by providing assistance and making informal class visits.
- Meets regularly with staff members to encourage them and discuss their classroom management.
- Assists in recruiting, screening, training and assigning of the school staff, incl. new staff orientation
- Directs the activities of school professional and nonprofessional staff members in their performance
- Helps in in-service for all school personnel and leads in secondary in-service.
- Assigns staff members to serve on curriculum review/textbook selection committees.

Finances:

- Assists the superintendent in preparing an annual budget for the secondary school.
- Assists the superintendent in preparing the annual capital outlay budget.
- Supervises the secondary operations budget.

Students:

- Promotes or retains students.
- Suspends students from classes or recommends expulsion from classes in extreme disciplinary cases.
- Supervises academic guidance counselor and partners with school wide counseling services.
- Approves excused absences.
- Supervises proper discipline in the school according to discipline policy as stated in the Parent-Student Handbook.
- Works with Admissions, other teams, and teachers to appropriately determine admittance and assign students to the proper grade level.
- Works with nurse to plan health screenings and follow up.
- Work with school wide counselor

Facilities and Equipment:

- Assists in the development of secondary facilities and recommends major changes in the facilities to the superintendent.
- Advocates on behalf of faculty in the maintenance of facilities.

Other:

- Ensures the smooth operation of the academic office.
- Serves on the administrator's committee in making recommendations to the superintendent for the overall operation and improvement of the school.

Miscellaneous:

- Completes other tasks agreed upon by employee and supervisor working environment