



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATAE

JOB DESCRIPTION

Job Title: Middle School Principal

Category: Full Time/ Non-Thai

Division: Middle School

Reports To: Deputy Superintendent

Supervises: Middle School Division Personnel

PURPOSE OF POSITION

GENERAL QUALIFICATIONS

- Is a mature Christian
- Holds a master's degree or higher in education; studies in leadership or administration helpful
- Has at least five years of relevant teaching experience (preferably holds a valid teaching credential) and at least two years of experience as a school leader or administrator
- Has the ability to use technology appropriately to accelerate the achievement of division goals
- 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 and 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 the overall objectives of the division are being met.
- Communicates clearly the goals and expectations for staff behavior.

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

Administration:

- Develops an annual strategic plan in line with the overall school's strategic plan.
- Administers the Middle School school and its instructional program in all its facets.
- Attends meetings with administrative personnel.
- Provides input to Superintendent on school affairs that affect the Middle School
- Supervises and prepares such reports as may be needed.
- Collaborates well with the Elementary Principal and High School Principal.
- Contributes to the annual updating of policy manuals and handbooks, specifically the portions dealing with the Middle School school.
- Manages school safety and security processes including crisis management procedures.

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.
- Collaborates with Curriculum and Instruction Director regarding professional development: planning, implementation, and follow-up.
- Directs the supervision and evaluation of student records (in consultation with the Academic Counselor)
- Directs the supervision and maintenance of academic school records (e.g. attendance, grades, credits, test results, cumulative records). (in consultation with the Academic Counselor)
- Supervises the maintenance of accurate records on the educational progress of students.

- Supervises the ongoing WASC and ACSI accreditation process at the Middle School level. (Curriculum & Instruction)
- Approves textbook selections. (Curriculum & Instruction)
- 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.
- Supervises school events/functions.
- Represents the Middle School school before the community.

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.
- Has current working knowledge of research-based instructional strategies effective with diverse student populations and facilitates its use in all classrooms.
- Manages, analyzes, and interprets data, including assessment results, for school improvement purposes.
- Ensures the ordering of textbooks and supplies.
- Works with the Curriculum and Instruction Director, Elementary Principal, and High School Principal to coordinate a seamless academic curriculum.

Faculty:

- Assigns instructional personnel to their role/class(s) in the Middle School
- Performs observations and 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 Middle School in-service.
- Assigns staff members to serve on curriculum review/textbook selection committees.

Finances:

- Assists the Superintendent in preparing an annual budget for the Middle School school.
- Assists the Superintendent in preparing the annual capital outlay budget.
- Supervises the Middle School operations budget.

Students:

- Promotes or retains students.
- Suspends students from classes or recommends expulsion from classes in extreme disciplinary cases.
- Has current knowledge of the Individual with Disabilities Education Improvement Act as related to Special Education as it pertains to students with GAPs and ILPs and ESOL students.
- 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 nurses to plan health screenings and follow up.
- Works with the school-wide counselor on student support

Facilities and Equipment:

- Assists in the development of Middle School 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

Supervise

- Middle School Division Personnel