



# GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATAE

## **JOB DESCRIPTION**

Job Title: Middle School Vice Principal

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

Division: Middle School

Reports To: Middle School Principal

## **PURPOSE OF POSITION**

The goal of the Middle School Vice Principal is to assist the Middle School Principal to create and maintain a vibrant workplace and an inspiring learning environment through servant leadership and overall management of the Middle School. The Middle School Vice Principal will uphold and model the standards that are part of a truly Christian school. The Middle School Vice Principal will seek to use his/ her God-given abilities to lead, supervise, and administer. As directed by the Principal, the Vice Principal will promote the spiritual, social, emotional, and educational development of each staff member and student.

## **GENERAL QUALIFICATIONS**

- 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
- 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. (1 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**

### M / V / V

- Assist in creating an inspiring learning environment, curriculum, and educational direction which secures sustained improvement in students' spiritual, moral, social, and cultural development so preparing them for opportunities, responsibilities, and experiences in adult life
- Contribute to making GIS a vibrant workplace
- Share in observations/ relational connections with faculty

### Students

- Supervise student movement outside of classrooms (lunches, pick up/ drop off, hallways, etc.), physical safety and campus safety
- In collaboration with other leaders, oversee extra-curricular activities (especially in regard to Middle School) and responsible for the collaboration and communication between stakeholders
- Share in coordinating student discipline, including suspensions and detention

- Monitor student academic progress & student attendance
- Participate in new student enrollment process as delegated by the Middle School Principal
- Share walk-around presence around campus
- Intentionally shepherd/ care for students
- Share in the coordination of the Advisory Program

## Staff

- Participate in new staff interviews, at the request of the Middle School Principal
- Contribute to good management practice by ensuring positive staff participation, effective communication, and procedures
- Help provide support for Middle School faculty and staff, at the request of the Middle School Principal.
- Assist with Divisional Staff Training
- Assess current practice and recommend changes and training
- As needed, oversee coordinating substitutes
- Engage in continued professional development

## Other

- Other duties as assigned by the Middle School Principal
- Oversee Parent/ Teacher Conferences
- Serve as alternate test coordinator and supervisor
- Oversee departmental budgeting process
- Attend all secondary meetings, staff meetings, planning meetings, etc. as requested by the Middle School Principal