



AL-BAYAN BILINGUAL SCHOOL, KUWAIT

Seeks a DEPUTY DIRECTOR

Effective: August 2021

Application Deadline: December 3, 2020

REQUISITES:

- a) **Master's degree** with specialization in education, administration or related fields.
- b) Minimum **5 years'** experience as Principal
- c) Academic training and experience in the American or Canadian educational system
- d) Experience in Kuwait Ministry of Education regulations and systems
- e) Experience in implementing the principles and current trends in education, curriculum, staff development, essential elements of instruction and supervision.
- f) **Bilingual**; fluency in English
- g) Strong **technology** skills
- h) Strong interpersonal and communication skills
- i) Proven leadership skills

The successful candidate shall be an individual with demonstrated leadership skills to facilitate the development, implementation and coordination of a high standard of instructional program that promotes the development of each child.

Major responsibilities include, but are not limited, to the following:

1. Act on setting high standards of classroom practice to develop a challenging learning environment to secure effective learning and guide high standards of achievement, behavior and discipline
2. Oversee the health and safety concerns for students in the whole school
3. Exercise leadership in improving the effectiveness of the educational program – promote excellence in all subjects, programs, curricula, methodology and planning school-wide
4. Assist the Director in maintaining and developing a positive and constructive partnership with parents and the local community
5. Assist in all respects of the accreditation process and implementation of recommendations across the schools
6. Assist in the recruitment of staff
7. Participate in the annual budgeting process
8. Participate in the evaluation and supervision of staff
9. Actively promote the school's mission and support the direction of the school

APPLICATION PROCEDURE:

Candidates who wish to apply for the position must submit their application materials electronically to recruitment@bbs.edu.kw with the text "**Application for Deputy Director**" stated in the **subject line**. The application must include the following attachments:

1. Statement of philosophy
2. A letter of interest which includes the strengths the candidate feels qualify him/her for consideration for the position
3. Updated CV with a recent photo
4. At least 3 professional referees who have supervised the candidate directly – 1 from current and 2 from past employers.

Shortlisted candidates will be contacted in December 2020.