



AL-BAYAN BILINGUAL SCHOOL
Requires
ASSISTANT PRINCIPAL (HIGH SCHOOL)
Effective: August 2019

Al-Bayan Bilingual School, created with a vision to prepare students for the world of today and the challenges of tomorrow, is a fully accredited school serving the needs of 2500+ students, living in Kuwait. Graduates attend excellent universities throughout the United States, Europe and The Middle East. The High School, with an enrollment of 490+ students in Grades 9-12, is situated on BBS' millennium campus in Hawally. More information on the school is available from www.bbs.edu.kw.

REQUISITES:

- a) Master's degree with specialization in education, administration or related fields.
- b) Principal's Certificate [preferred].
- c) Minimum 3 years' as HOD or similar leadership position.
- d) Academic training and experience in the American or Canadian educational system with at least five years of successful classroom teaching.
- e) Experience in implementing the principles and current trends in education, best practices, curriculum, staff development, essential elements of instruction and supervision.
- f) Bilingual with fluency in English.
- g) Strong interpersonal and communication skills.
- h) Proven leadership skills.

POSITION OVERVIEW:

To assist the School Principal in the overall effective administration of the High School in fulfilling the BBS's mission. Utilize leadership, supervisory, educational and administrative skills in developing and implementing a program which meets the needs of all students.

For major responsibilities, check the attached job description.

APPLICATION PROCEDURE:

Qualified candidates must submit the following requirements electronically:

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 resume (with photo)
4. A list of at least 3 professional referees who must be direct Supervisors of the applicant. Semi-finalists will be advised before contacting any referees.

CLOSING DATE FOR RECEIVING APPLICATIONS: February 17, 2019.