



Al Bayan Bilingual School

Job Description

School	PS/ES/MS/HS	Doc number	AP/v2
Job Title	Assistant Principal	Issue date	17-Jan-2019
Reporting to	Principal		

1. Position Overview:

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

2. Main Position Functions:

<u>Primary Responsibilities</u>
<p>LEADERSHIP</p> <ol style="list-style-type: none"> 1. Model the school mission's core values and abide by all school policies and procedures when interacting with the school community. 2. Reinforce the BBS mission, strategic plan and accreditation recommendations to School staff and ensure their implementation. 3. Commit to improvement and modeling the appropriate leadership principles and practices. 4. Assist the Principal in making data-driven decisions based on School data and backed by current educational research. 5. Empower staff to make appropriate decisions in support of School Improvement Plan goals.
<p>STAFF FOCUS</p> <ol style="list-style-type: none"> 1. Support the Principal with staff recruitment. 2. Cooperate with the Principal to supervise and evaluate School staff and take action accordingly. 3. Create a team environment that enables all staff to contribute to their full potential in pursuit of school goals (for example, hold faculty meetings, guide GLCs/HODs on department goals, work with counselors to support students...). 4. Seek, promote and provide appropriate professional development for School staff and provide opportunities for professional growth.
<p>SCHOOL COMMUNITY FOCUS</p> <ol style="list-style-type: none"> 1. Support the Principal in reviewing communication to be sent to staff, students and parents (surveys, newsletters, announcements, recognitions, etc.). 2. Be visible, approachable and active in the school community (on the playground, classroom visits, morning routine, school events, tests for Measures of Academic Progress, TALA, etc.). 3. Effectively manage complaints and resolve them promptly and amicably.
<p>PROCESS MANAGEMENT</p> <ol style="list-style-type: none"> 1. Adhere to the School's Procurement Procedure. 2. Coordinate with the Facilities Management Department to handle requests and promote a safe and orderly school environment. 3. Ensure the integration of technology to support productive systems for learning, administration, and work completion. 4. Manage student matters such as managing attendance, discipline and working with counselors, nurses, and Child Study Teams. 5. Develop and manage substitution schedules.

STUDENT LEARNING FOCUS <ol style="list-style-type: none"> 1. Place the focus of work on learning and the real needs of students. 2. Remain current on curriculum, instruction, and assessment practices and provide conceptual guidance for teachers regarding best instructional practices based on the Understanding By Design (UBD) Model, Reggio Model. 3. Work with teams on enhancing curriculum maps, student assessment policies and practices for the School, vertical and horizontal alignment meetings...
OTHER RESPONSIBILITIES <ol style="list-style-type: none"> 1. To accept other responsibilities as assigned by the Principal. 2. Cover during the Principal's absence. 3. Coordinate special events and activities.

3. Key Interaction

Internal	
Director / Deputy Director	Deputy CEO
Principals / Assistant Principals	ET / PD / Curriculum Managers
Head of Inclusion / Counselors	HR Director
Instructional / Tech Integration Coaches	Admissions Manager
Teachers, HODs, GLCs	Support Staff (Admin Assistant, Duplicating)
Students	Facilities Manager/Maids Supervisor
Nurse	
External	
Parents & Guardians	Ministry Representatives

4. Tools & Technology

Tools	Technology
Desktop Computer	Employee Portal
Printer	E-mail
iPad	Internet Browser
	MS Office
	Google Applications, Atlas Rubicon and Skoolee

5. Decision Making

Decision Making
Makes complex decisions in the absence of rules.

6. Language

- English or Bilingual (English & Arabic)

7. Qualifications & Experience

Qualifications
<ul style="list-style-type: none"> ○ Minimum Qualifications <ul style="list-style-type: none"> ○ Master’s Degree in Education or Educational Leadership ○ Certification

Experience
<ul style="list-style-type: none"> ○ Minimum Experience <ul style="list-style-type: none"> ○ 3 years in a HOD or similar leadership position ○ 5+ years in teaching

8. Competencies

Competency
Leadership
Staff Focus
School Community focus

Competency
Process Management
Student Learning Focus

9. Reviewed By

<p>Principal</p> <p>Signature _____ Date _____</p>
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10. Approved By

<p>Deputy Director</p> <p>Signature _____ Date _____</p>	<p>Director</p> <p>Signature _____ Date _____</p>
<p>HR Director</p> <p>Signature _____ Date _____</p>	<p>Deputy CEO</p> <p>Signature _____ Date _____</p>

11. Receipt Confirmation

The Employee’s signature below constitutes the employee’s understanding of the requirements, essential functions and duties of the position.

<p>Employee Name</p> <p>Signature _____</p>	<p>ID _____</p> <p>Date _____</p>
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