

## Leadership Posting

### High School Assistant Principal American International School of Johannesburg *Johannesburg, South Africa*

Application Deadline: October 10, 2022

Start Date: August 1, 2023



**JOB DESCRIPTION:** High School Assistant Principal

**CAMPUS:** Johannesburg

**SUPERVISOR:** High School Principal

## **INTRODUCTION**

The American International School of Johannesburg is committed to fostering justice, equity, diversity and inclusion throughout our school community, and we are continually furthering our practices and behaviors as we strive to live these ideals.

## **CHILD PROTECTION STATEMENT**

AISJ maintains strong child protection policies & procedures, this ensures that our students can pursue their education in a safe, secure, and caring environment. All faculty and staff are required to undergo criminal background checks, attend annual training sessions and sign a safeguarding agreement.

School Purpose

## **INSPIRE LEARNING AND BUILD OUR BETTER WORLD**

The purpose of AISJ is to provide exceptional educational experiences in a diverse and nurturing environment in order to inspire learning and build our better world. We cultivate an inclusive community of learners so that we empower global citizens to fulfil their future purpose.

## **Community Principles**

The American International School of Johannesburg fosters a positive culture and is committed to Community Principles that include:

- We are better when we act together.
- Our differences make us stronger.
- Every voice counts. Every voice matters.
- Every team needs individuals. Every individual needs a team.

## **Position overview**

In collaboration with the School Director and the Senior Leadership Team, the High School Assistant Principal's role is to support student learning and professional development. The Assistant Principal supports the development, delivery, and evaluation of programs and oversees the management of systems in the HS. Leadership of the school's programs requires the High School Assistant Principal to analyze needs of students and faculty with respect to the strategic priorities, vision and purpose.

The Assistant Principal will be an instructional leader who collaborates closely with the Principal in the day-to-day management of the High School. The High School serves around 275 students from Grades 9-12. The Assistant Principal will work closely with the Principal and Head of Teaching & Learning in the implementation of the AISJ curriculum. This will require extensive knowledge of curriculum and experience supporting growth and change within an educational setting. The Assistant Principal will supervise and evaluate teachers and be responsible for monitoring student learning.

### **Qualifications:**

- Master's Degree in Educational Leadership or Master's Degree with additional qualifications in administration/leadership preferred
- Prior administrative and teaching experience in international schools
- Experience leading, inspiring, and managing innovation
- Experience envisioning and leading school based initiatives
- Excellent communication skills
- Excellent understanding of teenagers and their diverse needs
- Experience implementing systems that integrate student voice into a high school culture
- Experience implementing the IB Diploma Program and American/international systems
- Experience with the implementation of a curriculum focusing on personalized learning and building conceptual understandings through inquiry
- Experience in developing and presenting professional development workshops
- Experience building a learning focused school culture
- Experience analysing student learning data
- Experience with standards based assessment
- Experience utilizing standards based reporting tools specifically with Power School
- Experience creating and managing scheduling systems in Power School
- Experience creating and implementing educational program pathways

### **Professional Skills/Qualities**

- Strong interpersonal skills
- Positive, energetic demeanor
- Personal commitment to JEDI work
- Possesses a keen sense of responsibility
- Desire to work with the entire AISJ community to provide excellent educational opportunities for all students
- Ability to effectively communicate and work with teams, teachers, students and parents Ability to work independently, orderly and precisely
- Ability to address problems tactfully and with empathy for others
- Ability to use good judgment independently
- Ability to deal with ambiguity and dilemmas
- Ability to handle confidential information in a professional manner
- Ability to organize and analyze complex tasks in a systematic manner
- Ability to work to and meet deadlines
- Committed to life-long-learning and self-initiative

### **Performance Responsibilities:**

The High School Assistant Principal will:

- Work collaboratively with the IBDP Coordinator, High School Program Coordinator, Learning Leaders, Grade Well-Being Leaders, Counselors and Principal
- Assist the Principal in the recruitment of faculty and HS staff
- Create and support regular parent workshops
- Create opportunities to build and lead professional growth experiences for faculty
- Supervise HS faculty using the articulated AISJ process



- Create and manage Power School master schedule, including grade reporting
- Oversee and review course offerings in the High School
- Lead course selection process, including updating documentation
- Promote community and school spirit
- Provide instructional leadership
- Develop and implement curriculum initiatives
- Support consistency and alignment of curriculum
- Support implementation of evidenced based strategies for instruction, assessment and feedback
- Support teachers and faculty teams in gathering and reviewing student learning data
- Support balance between academics, arts, co-curricular and service projects
- Support the development of a school climate consistent with the social and emotional needs of high school students
- Support our sustainable service learning program
- Support & supervise student behavior

**Work Hours**                      07:30 a.m. to 4:00 p.m. Monday through Friday.

### **Application process**

In order to complete the AISJ application process, [please click here](#) and complete the electronic form. Information captured on this form will be stored on a secure database and will be used to complete a quick reference check on vacancy compatibility.

### **Child Protection**

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### **Privacy**

By submitting your CV, you are agreeing to the AISJ Recruitment Protocol and consenting to AISJ processing your personal information in relation with the job you're applying for. Your details will be processed in accordance with our Privacy Policy accessible through <https://www.aisj-jhb.com/privacy-policy>. By submitting your email address and any other personal information, you consent to such information being disclosed and stored in accordance with our Privacy Policy and Protection of Personal Information Act of 2013

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