



Making a world of difference

## Leadership Posting

### Elementary School Principal (Interim) American International School of Johannesburg *Johannesburg, South Africa*

Application Deadline: May 20, 2022

Start Date: July 29, 2022

ISS is pleased to announce this leadership vacancy.  
Learn more how ISS works with international schools around the globe to fill leadership positions.  
[www.iss.edu/services/administrative-recruitment](http://www.iss.edu/services/administrative-recruitment)



## **JOB DESCRIPTION: Elementary School Principal (Interim)**

**POSTING:** May 10, 2022 – May 20, 2022

**CAMPUS:** Johannesburg Campus

**SUPERVISOR:** School Director

### **INTRODUCTION:**

#### **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.*

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.

### **Position overview**

In collaboration with the School Director and the Leadership Team, the Elementary School Principal's role is to manage the division Pre-K through grade 5. The Principal is accountable for the effective development, delivery, and evaluation of the school's educational programs. In exercising this responsibility, the Elementary Principal is required to make important decisions regarding the program, budget, and staff that lie within their jurisdiction of the whole school's plan. The management of the school's programs requires

the Elementary Principal to analyze the needs of the students to ultimately transform the educational structures into the most promising teaching program with respect to the AISJ's guiding statements and strategic direction of the school. The interim post is for one year with potential for extension.

**Qualifications:**

- Minimum of a Master's Degree in Educational Leadership or Master's Degree with additional qualifications in administration/leadership
- Prior experience as an Elementary School Principal
- A deep understanding of elementary students and their diverse needs
- Experience in multiple international schools
- Experience working with a diverse community and stakeholders
- Experience and understanding of best practices in inclusion and English Language Learners
- Experience in the implementation and supervision of a conceptual, standards-based curriculum and best practices in literacy and math instruction
- Experience in curriculum and assessment development focusing on inquiry, integration, and differentiation practices
- Experience in leading effective professional growth, particularly with goal setting and coaching models

**Attributes:**

Based on input from the school community, the following were identified as key attributes of the person we are seeking:

- Approachable, caring, warm and welcoming, personable and builds community
- Ability to bring people together, build trust and further the development of Elementary School teams
- Passion for education; progressive with a creative approach; an innovative leader of teaching and learning
- Visible and fully engaged with students, teachers, and parents
- A happy, humble and authentic leader who is open and honest, transparent, thoughtful and reflective

- Energy and enthusiasm; dynamic with a great attitude toward developing the whole child
- Ability to actualize the school wide strategic plan and initiate Elementary School strategic initiatives
- Empathetic and supportive of the needs of diverse stakeholders
- A problem solver, mediator, and facilitator who is an outstanding communicator
- Ideally, a leader who can bring longevity and provides stability to the Elementary School

### **Performance Responsibilities:**

The Elementary Principal will be part of the AISJ Leadership Team along with the School Director, divisional Principals, Head of Teaching and Learning and the Director of Operations.

### **The Elementary Principal will:**

- Provide educational leadership and support throughout the division.
- Oversee program offerings and ensure appropriate scope and sequence of courses.
- Assist and support the School Director in the recruitment of appropriate staff.
- Assign, organize, and monitor staff for greatest effect in accomplishing the mission of the school.
- Ensure collaborative development of divisional, departmental, and individual professional goals.
- Continue the development of a strong culture of professional growth through dynamic support, supervision and evaluation of elementary teachers and instructional support staff
- Promote a collaborative and cohesive learning culture.
- Ensure that all decisions and processes have student learning as the focus and goal.
- Facilitate the development of a school climate that appropriately meets the social and emotional needs of elementary students.
- Provide clear protocols and processes to ensure there is regular, quality communication between school and home.
- Ensure that student performance data is used to improve programs and student learning.
- Manage and further develop a vibrant and sustainable service learning program.
- Ensure appropriate balance, rigor and support for academics, arts, activities, athletics and service learning programs.

- Work with the Teaching & Learning team on curriculum development and ongoing professional learning.
- Promote school spirit among the elementary community.
- Manage student behavior and attendance.
- Oversee student admissions.
- Manage the elementary divisional budget and oversee the ordering and distribution of supplies and materials.
- Manage maintenance issues and make recommendations for the improvement of facilities.
- Work with parents in a dynamic, thoughtful and proactive way.
- Work collaboratively with elementary team leaders, nurturing, mentoring, and supporting all elementary personnel.
- Oversee the successful transition of middle school students to the high school in Johannesburg.
- Oversee the division's Child Study Team.
- Focus on AISJ Principles and Guiding Statements as key aspects in leading the division.
- Ensure the division is aligned with the strategic direction of the whole school
- Perform other tasks as assigned by the School Director.

**Work Hours**                    7:00 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. *Please take note all couples need to submit individual applications.*

### **Child Protection**

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.

### **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.

## Leadership Posting

### Instructions

Please apply by sending an updated CV and cover letter to Jeremy Moore, AISJ School Director, at [jmoore@aisj-jhb.com](mailto:jmoore@aisj-jhb.com)