

Leadership Posting

Principal
Kelem International School
Addis Ababa, Ethiopia

Application Deadline: January 31, 2020

Start Date: July 2020

Vacancy Announcement
Principal
Kelem International School (KIS) PreK- G8
Addis Ababa, Ethiopia

Kelem International School is a preK-G8 school that was originally established under the Swedish Embassy in Ethiopia in 1946 but reopened as an independent not-for-profit school in July 2019.

We are currently seeking a Principal who can start with us no later than 1st July 2020.

Our vision is to become a collaborative center of learning in Ethiopia, where each and every child becomes a confident and self-realized global citizen.

Our mission is to facilitate the realization of every child's full potential and develop resilient, curious, open-minded and reflective students who are able to express themselves fully and effectively. We wish to enable our students to think critically, analyse and creatively solve problems to be adaptive in a rapidly changing world.

Our school will foster in the minds of our students that learning is a life-long endeavour, setting the example by the continued professional development of our teachers and staff. Our school aims to produce responsible and compassionate global citizens, with respect and recognition of the rich heritage of our host country, Ethiopia.

Currently the student-body of 198 represent 27 different nationalities and the 21 teaching staff 4 nationalities, while majority of the teachers are Ethiopian.

Kelem International School will start adopting the international curriculum for G1-8 and International Early Years Curriculum for KG and has started the process of being accredited by AdvancED. We are in the process of developing the international curriculum for the school and in enhancing a student centered teaching methodology and we need solid leadership in helping us to do so.

Vision and Leadership:

The Principal will manage the academic leadership and operations of the school and develop programs compatible with the vision and mission of the School. The Principal sets a standard of excellence for all aspects of the School's program, including supervising and working with Director of Curriculum and Vice Principal to develop curriculum and enhance the quality of the instructional programme through teachers' professional development. The Principal oversees the accreditation process and helps to ensure the school's professional standing. The Principal will be accountable to the School Board while delivering the highest standard of education and ensuring financial viability and safety of the school community.

Job specification:

- Providing visionary leadership in alignment with the school's mission, philosophy, strategic plan and goals. Includes the setting, communication and monitoring of learning goals, standards and expectations, and the involvement of staff and others in the process so that there is clarity and consensus about goals
- Strengthening the school's foundations of academic rigor within a warm and caring environment
- Promoting teacher learning and development : leadership that not only promotes but directly participates with teachers in formal or informal professional learning
- Maintaining and developing the distinctive student-centered culture
- Enhancing personalized learning throughout the school based on appropriate challenge, empowerment and support for all students
- Evaluating teaching and the curriculum, including direct oversight of curriculum through school-wide coordination across subjects and year levels and alignment to school goals in close collaboration with the Director of Curriculum
- Leading school in the accreditation processes
- Supervising all teachers and other staff employed at the school
- Ensure staff appraisal programmes are in place with appropriate links to the professional development plan
- Providing oversight of the budget of the school as approved by the Board
- Strategic resourcing: involving the alignment of resource selection and allocation to priority goals
- Fostering a positive and safe school environment for the entire KIS community

The Principal works closely with the Board and provides guidance on long-range strategic planning.

Required Qualifications and Experience:

- Master's degree in education/educational leadership and educational licence
- 3+ years of experience as a Head of school, Principal or Vice Principal, preferably in a medium to large international education
- Ability to efficiently manage the operational and financial end of a mid-sized international school
- Strong collaborative management style and commitment to improve the school's quality of international education.
- Proven and respectful communication skills within a diverse cultural teaching staff, with students and parents/business partners
- Knowledge of curriculum, up-to-date instructional practice, student learning styles, innovative educational practices and student assessment
- Familiar with differentiating teaching techniques, such as Inquiry-based, activity-based and hands-on learning
- Experience with accreditation (AdvancED preferred)
- Proven track record of management of teaching pedagogy and tracking student performance
- Geared for using the local context and environment to enhance learning
- Ability to think strategically and support the Board in realising the school's long-term goals
- Fluent in English or native speaker

Skills and qualities:

- Dynamic and mature leader and engaged in the life of the school
- Integrity, values-driven leader
- Careful and reflective listener
- Appreciates, respects and promotes inter-cultural openness and respect for diversity
- Collaborative team player and effective leader of teams
- Adept at conflict resolution
- Deeply values and exhibits open and transparent relationship
- A strategic vision and proven ability to make things happen
- High quality organisational and management skills.

Benefits will include:

- Housing or housing allowance
- Medical insurance
- Visa
- Annual flights
- A 2-year contract of employment, with the possibility of renewal

The position will be compensated with a competitive salary based on school standards of pay and commensurate with the candidate's qualifications and experience.

Application:**Application DL 31 January 2020.**

Interested candidates are asked to submit the requested materials listed below directly to the HR and Admin Manager Tazebeyachew Sintayehu at hr@scsaddis.com

Contact number for any enquiries +251 911259055 Bereket Gezahegn.

- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position. Discuss specific talents and skills which you can contribute.
- A current resume not to exceed two pages
- A statement of educational and leadership philosophy (maximum 2 pages)
- A one-page list of references with phone numbers and email addresses
- A maximum of three relevant letters of reference which may already be in your possession.

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Instructions

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