



Job Title: School Principal and Trainer/Teacher

Job Summary:

As a School Principal and Trainer, your primary role is to provide leadership, guidance, and support to the school community while also facilitating the professional growth and development of teachers and staff. You will oversee the daily operations of the school while actively promoting a culture of continuous learning and improvement.

Key Responsibilities:

1. Leadership and Administration:

- Provide visionary leadership to the school, setting clear goals and objectives.
- Implement policies, procedures, and programs to ensure the efficient operation of the school.

2. Staff Development and Training:

- Identify professional development needs for teachers and staff through assessments, observation, and collaboration.
- Design and deliver training programs, workshops, and seminars to enhance teaching and administrative skills.
- Foster a culture of collaboration and innovation by promoting the sharing of best practices among staff.

3. Mentorship and Coaching:

- Provide individualized coaching and mentorship to teachers and staff to help them reach their full potential.
- Conduct regular performance evaluations and provide constructive feedback.
- Support teachers in developing effective teaching strategies and classroom management techniques.

4. Curriculum and Instructional Leadership:

- Collaborate with teachers to align curriculum with educational standards and best practices.
- Monitor and evaluate the implementation of instructional programs and make necessary adjustments.
- Stay current with educational trends, research, and technologies to enhance teaching and learning.

5. Community Engagement:

- **Build and maintain positive relationships with students and parents mainly.**
- **Organize and attend school events, meetings, and conferences to foster a sense of belonging and partnership.**
- **Address concerns and inquiries from parents and management in a professional and timely manner.**

6. Student Welfare and Discipline:

- Oversee student behavior and discipline, ensuring a safe and inclusive learning environment.
- Collaborate with counselors and support staff to address the academic and emotional needs of students.
- Implement and enforce school policies and procedures regarding student conduct.

7. Data Analysis and Assessment:

- Analyze student performance data to identify areas for improvement and implement data-driven strategies.
- Monitor and report on school progress and outcomes to the school board, district, and parents.

8. Professional Development:

- Stay updated on educational trends, research, and pedagogical innovations.
- Participate in ongoing professional development to enhance your own leadership and training skills.

Qualifications:

- Master's degree in Education or a related field.
- Teaching experience and a valid administrative certification in international schools.
- Strong leadership, communication, and interpersonal skills.
- **Knowledge of educational best practices and curriculum development, modification as needed.**
- Ability to effectively plan and deliver training programs.