

Summary

The role of the Secondary School Principal is providing overall leadership and management of the educational program for the Secondary School (grades 6-12). The Secondary School Principal will report to the Director.

TIS Learning Principles

- Learning involves individual choice, autonomy and agency.
- Learning is a process of inquiry, feedback and reflection in authentic contexts.
- Learning is enhanced through individual and community relationships.
- Learning is enhanced in a physical environment that is safe, welcoming, adaptable and inspiring.
- Learning transcends disciplines.
- Learning is essential to the creation of a better world.

Essential Duties and Responsibilities

- Create a vision of academic success for all students by shaping the school-wide vision of the “TIS Way” and the learning objectives of the TIS Strategic Plan
- Foster leadership and build the capacity of all middle leaders including the MYP and DP Coordinators, Grade Level Coordinators and Subject Area Chairs
- Promote a climate that is conducive to learning at the center of daily activities
- Build a sense of community, including parent engagement in a professional and welcoming environment.
- Managing and updating data, processes and documentation to increase efficiency
- Lead the professional appraisal, development and growth plans for all faculty
- Support the DP and MYP Coordinators with the implementation of the IB Standards and Practices
- Lead the promotion, planning, organization and communication of the annual Week Without Walls trip and other curricular field trips and liaise with the travel coordinator
- Oversee the development of schedules and timetables including exam and invigilation timetables, duty and cover rosters, MAP testing
- Manage duties schedule, internal cover and substitution in conjunction with secondary school administration assistant
- Liaise with HR and the Director on recruitment needs and recruitment plan
- Maintain, update and publish Parent Handbook and Faculty Handbook
- Liaise with the Facilities Manager to oversee the general maintenance and upkeep of the secondary facilities
- Supporting the appropriate people with Student-Led Conferences, Back-to-School-Night, parent workshops, etc.
- Manage budget planning and resource management in coordination with the Finance Director and Business Office personnel.
- Collaborate with the Director and the Board of Trustees on the strategic vision and direction of the school by serving on board committees.

Minimum Qualification

- University degree in Education (Master’s degree required)
- Minimum of eight years teaching experience preferably in an international school
- Previous coordinator, assistant principal or principal experience highly desired
- Fluency in English
- IB Experience required