

550.210 – Job Description Secondary School Assistant Principal (Pastoral)

INTRODUCTION

The Assistant Principal (Pastoral) is directly responsible to the Secondary Principal and is expected to maintain effective working relationships with all members of the EMS school community, including other administrators, teachers, non-teaching staff, students, parents, School Board, and other members of the community at large. The Assistant Principal will be a positive role model that fosters a positive learning atmosphere by assisting the Secondary Principal to implement efficient and productive day-to-day operations of the school.

The Assistant Principal (Pastoral) main responsibility is to oversee the Secondary school's student cohort and secure the highest pastoral outcomes. EMS understands discipline, pastoral support and student leadership as outcomes which occur on a continuum. The Assistant Principal (Pastoral) is directly responsible to the Secondary Principal and Head of School and is expected to develop disciplinary, pastoral and student leadership techniques, structures, processes and materials and coordinate their implementation with teachers and assess the effectiveness of implementation so as to produce optimal student welfare in the Secondary School.

QUALIFICATIONS / SKILLS:

- Professional Training and Certification as outlined in Policy 530.1 – Professional Staff Qualifications. (minimum Bachelor's Degree, Master's Degree in Education preferred)
- Minimum of 5 years of successful classroom teaching
- Strong analytical skills to examine student pastoral need and requirement for disciplinary support and make recommendations for improvement in disciplinary and pastoral systems and processes
- Extensive knowledge of disciplinary systems which focus on the development of student capacity and agency and are founded in the construct of student dignity which lies at the heart of the school's disciplinary philosophy
- Proficient technology skills
- Strong leadership and collaboration skills
- Outstanding interpersonal skills
- Strong oral and written communication skills
- Creativity – able to think of new ways to engage students.

REPORTS TO:

- Secondary Principal

JOB GOALS:

- To assist the Principal in ensuring the educational welfare of the students.
- To achieve consistent and appropriate disciplinary outcomes across the Secondary School.
- To integrate the disciplinary, student support and co-curriculum programs so as to optimise student performance
- To provide input to the Principal for improving the quality of the educational programs in the school.

PERFORMANCE RESPONSIBILITIES

Administration

1. Assists the Principal in providing leadership to, and implementing, the total educational and instructional program (including program review).
2. Assists the Principal in the day-to-day operations of the school.
3. Implements the policies outlined in the EMS Policy Handbook.
4. Provides input into the preparation and implementation of the annual budget.
5. Assists with the development of the school timetable and supervision schedules.
6. Effectively uses the school's data management system (iSAMS) to track attendance, behavior and academic performance.
7. Effectively uses the school's data management system (iSAMS) to produce a variety of reports.
8. Provides input to the preparation of the Student/Parent Handbook, the Faculty Handbook and the New Teacher Orientation Manual.
9. Chairs regular staff meetings for assigned division. This includes agendas and properly stored minutes.
10. Assists the Principal in the gathering of data for inventory reports for school supplies, equipment and materials.
11. Assists the Secondary Principal Head of School in the preparation of materials for the accreditation process.
12. Assists the Head Counselor in the implementation of the Second Step programme.

Staff

1. Makes recommendations and participates in staff selection.
2. Does classroom observations as appropriate, collects data and assists in the formulation of analysis and feedback.
3. Performs evaluations of staff members as delegated by the Principal.
4. Coordinates and integrates the activities of counselling and student support services
5. Provides leadership, coaching and support to the teacher/leaders in the pastoral program and assists in the provision of leadership, coaching and support to their pastoral cohorts.

Students

1. Assists the Secondary Principal in ensuring the safety and security of students and others in the school educational programs and activities (on & off campus).
2. Implements and incorporates the “Cambridge LEarner Attributes” (CLAs) in planning & teaching.
3. Ensures that students have the highest quality of education and activities possible.
4. Implements the school discipline policy, as outlined in the schools handbooks.
5. Oversees the integration of new students into the school.
6. Assists the Secondary Principal in facilitating student leadership activities.
7. Enforces the school uniform policy.
8. Cooperates with the Assistant Principal (Academic) in preparing student assemblies.
9. Cooperates with the Assistant Principal (Academic) in overseeing the Awards program.
10. Cooperates with the Assistant Principal (Academic) in developing school forms such as attendance, punctuality, discipline referrals, student recognition, incentives and awards.

Professional Development

1. Attends appropriate and relevant educational workshops, seminars and conferences on current trends, practices and research.
2. Assists the Secondary Principal and Head of School in developing and implementing Teacher Professional Development activities.

Curriculum

1. Provides leadership/assistance to teachers in curriculum matters.
2. Assists the Secondary Principal and Head of School in the ordering of curriculum materials and textbooks.
3. Maintains awareness of curriculum innovations that surface in areas outside the school.
4. Encourages teachers to incorporate a variety of teaching strategies and activities to implement the philosophy, goals and objectives of the school.
5. Ensures that approved curriculum is taught and that approved materials are being used for instruction.
6. Ensures that appropriate and accurate reporting procedures are followed.
7. Provides supportive leadership in pastoral review and program implementation.

Other

1. Assists the Principal in ensuring that accurate reporting procedures are followed (includes proofreading comments).
2. Attends Senior Leadership Team meetings as assigned by the Secondary Principal / Head of School.
3. Assists the Secondary Principal in developing relationships to access community resources and services to supplement the school programs.

4. Facilitates organizational efficiency by promoting and maintaining open communications and complying with established lines of authority.
5. Promotes positive student attitudes and mutual respect for all members of the school community.
6. Assists the Secondary Principal and Head of School in the planning of meetings for parents.
7. Assists the Principal or Head of School with other tasks/functions as mutually agreed.
8. Provides data to the Secondary Principal and Head of School for weekly campus reports to the Superintendent.

Demonstrate professional competence and vision:

1. Identify needs and make recommendations for appropriate instructional materials and assessments that directly support and align to the Cambridge Standards.
2. Guide staff in ensuring the consistent delivery and coordination of a vertically aligned Cambridge Curriculum.
3. Collaborate with HOD's & teachers to identify the instructional needs of students.
4. Model effective teaching practice and delivery of curriculum, including different or new technologies.
5. Develop procedures for teachers to implement curriculum.
6. Train teachers and other instructional staff in new content or programs.
7. Develop and provide materials for teachers, as necessary.
8. Review and recommend textbooks and other educational materials and oversee the development and of appropriate orders, the reconciliation of those orders to delivery and the distribution and management of those orders.
9. Evaluate the effectiveness of curriculum delivery.
10. Coordinate the delivery of schoolwide assessments from Cambridge.
11. Coordinate the delivery and scoring of Reading and Writing Assessments.
12. Assist teachers with the collection and analysis of data in particular Visible Learning strategies and CEMs testing.
13. Analyze student data and produce reports for senior leadership personnel, making appropriate recommendations for changes to the instructional program.
14. Work with the Secondary Principal and Head of School to create and implement the school's professional development plan.
 - a. Structure related coaching.
 - b. Identify specific, measurable and attainable benchmarks for teacher and student improvement.
 - c. Promote ESL instructional strategies.
 - d. Facilitate training.
15. Participate in the review of planning procedures and documentation.
16. Participate in the continued development of report cards.
17. Participate in the report card writing and review process.
18. Collaborate with the Secondary Principal, or designate in drafting report card standards.

19. Keep the school community informed about the curriculum and instructional program through a variety of means.
20. Support Heads of House & Heads of Department in their development as leaders.
21. Support in the development of effective collaborative teams.
22. Champion relevant aspects of the teaching and learning section of the strategic plan.
23. Assist with other mutually agreed upon tasks as assigned by Secondary Principal or Head of School, or designate.

Communicate effectively:

1. Speak clearly, honestly, and respectfully.
2. Give and receive feedback to improve performance.

Demonstrate stewardship:

1. Use all school resources wisely.
2. Keep office space clean, neat and tidy.

Demonstrate organizational skills:

1. Establish well defined routines and procedures for accomplishing duties.
2. Maintain accurate records for meetings with teachers.
3. Attend all meetings (i.e. staff meetings & parent meetings) consistently and punctually.

Build community within and outside the school:

1. Support administrators, teachers, and support staff.
2. Adhere to school policies and guidelines.
3. Meet with staff members to listen, learn, and exchange advice for helping students meet the goals of the school.
4. Model and encourage multiculturalism in an international environment.

EVALUATION OF PERFORMANCE:

Annually, in accordance with the EMS Evaluation Policy.

TERMS OF EMPLOYMENT:

- Initial contracts are for 2 years.
- Subsequent contracts are for 1 year.
- 205 working days per year.
- Salary is determined by placement on a salary grid:
 - Salary grid categories follow the guidelines in Policy 530.1 – Professional Staff Qualification.
 - Salary grid levels (steps) are determined by equating one year of full time teaching experience to one step on the grid. EMS will grant a maximum of Step 10 for initial contracts.