

VICE PRINCIPAL

REPORTS TO:

- ☐ CAO at AMSI
- ☐ SCHOOL PRINCIPAL

SUPERVISES:

- ☐ Academic Staff
- ☐ Any staff member as delegated by Principal

WORKS WITH:

- ☐ Governing Board
- ☐ Academic and Non-Academic Staff
- ☐ Knowledge and Human Development Authority (KHDA)
- ☐ Parents and Community
- ☐ Students

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Job Purpose

The Vice Principal holds similar authority as the Principal in the day – to – day operations of the school, however she/he may not possess the same decision-making power. Most significantly, the school Vice Principal serves as the Acting Principal in the event that something happens to the Principal, such as an extended leave of absence, or in the event that the Principal is unable to continue performing his duties. The Vice Principal is an instructional leader who is responsible for overseeing, supervising, and directing the daily operations and educational programs in conformance with policies and regulations set by the Ministry of Education and AMSI. She/he is responsible for managing Academia in terms of implementing the policies, regulations, and procedures of KHDA and AMSI to ensure that all students are supervised in a safe learning environment that meets the approved curricula and the MVC of the school.

The Vice Principal oversees the proper implementation of curricular and ECA programs and is responsible for scheduling student classes, handling student attendance and discipline, performing and maintaining an asset inventory, ensuring textbooks and supplies are available in sufficient quantities, managing and coordinating transportation, custodial, cafeteria and other support services. She/he supervises health and safety matters and may counsel students on personal, educational, or career matters. She/he may also help in developing new curricula, evaluating teachers, and dealing with school-community relations. The Vice Principal conducts teacher observations, and performs duties such as holding parent conference meetings, staff meetings, staff training and participating in school improvement planning. Inherent in the position are the responsibilities for personnel management, emergency procedures management, and facility operations management.

The Vice Principal performs administrative tasks which promote an exemplary educational program through the attainment of the school based goals inherent in the school's MVC. She/he maintains a positive learning environment, and submits any recommendations to the Principal.

Roles and Responsibilities

The Vice Principal assists the Principal in performing, or may undertake, any of the following roles and responsibilities:

Educational Leadership

1. Modeling AMSI's standards of ethics and professionalism
2. Reporting to AMSI in the absence of the Principal on school's performance towards achieving the MVC of AMSI at the school
3. Facilitating the vision of distributed leadership at the school
4. Managing the dynamics of change in school environments and implements the change process
5. Creating a stimulating environment to improve communication, encourage innovation, and promote creative interaction

6. Nurturing a culture of personal responsibility, trust, and cooperation among students and staff
7. Providing fair and impartial treatment throughout the school community and fosters diversity
8. Promoting among staff a culture of continuous growth and lifelong learning by developing and following a personal professional growth plan
9. Providing instructional leadership for the school's academic staff
10. Ensuring the proper implementation of the school's adopted curriculum and all its associated assessment and certification requirements across all phases of the school
11. Ensuring that curriculum, instruction, and assessment are aligned with the school's MVC
12. Using varied sources of data to develop a plan for the improvement of student achievement
13. Using leadership strategies that appreciate and recognize diversity and celebrates efforts and achievements
14. Promotes a culture of understanding and use of best professional practices
15. Leads school gatherings and other student assemblies in school events throughout the year

School Administration

The Vice Principal works closely with the Principal to ensure the smooth management of the day-to-day operations of the school. She/he:

1. Implements AMSI's directives and decisions related to school administration
2. Ensures that the school program is compliant with the legal, financial, and organizational structure requirements as mandated by AMSI
3. Ensures compliance with statutory rules and regulations mandated by KHDA and other relevant authorities
4. Participates in identifying, setting and implementing the annual objectives and performance goals for the curricular, ECA and other programs of the school
5. Participates in interviewing and selecting prospective students
6. Assists in creating the master schedule for the school's instructional program
7. Participates in setting the school calendar
8. Participates in the administration of all school programs including all curricular and ECA programs
9. Supervises the teaching and learning process of the school; regularly visiting classes and observing instruction
10. Evaluates instruction and ensures the provision for teachers as they work to improve their instructional techniques
11. Ensures a safe, positive, and orderly environment to promote effective teaching and learning in accordance with the school's mission and vision
12. Ensures that the teaching and learning process is consistent and aligned with expectations throughout the school
13. Monitors student learning to establish a school-wide environment that nurtures lifelong learning
14. Meets with AMSI representatives (in the absence of the Principal) and SLT to evaluate the implementation of both short and long term goal plans and to resolve operational issues

15. Represents the school during inspections, accreditation and other external visits
16. Stays up-to-date with latest trends in education through readings, conferences, and other means of training and knowledge acquisition
17. Participates in the evaluation of publications and ensures that all resources and instructional materials are aligned with the established curriculum
18. Participates in planning the annual budget requirements for the school
19. Ensures the accurate accounting of all funds raised
20. Establishes a line of staff operation in terms of areas of responsibility in case of his/her absence from the school
21. Assists in providing statistics and reports on the operation of the school
22. Ensures that the school admissions policy, as well as other policies, such as health and safety, are being properly implemented
23. Implements a positive and effective student management system
24. Ensures the code of conduct is shared and understood by students, parents and staff at the beginning of the school year
25. Implements all disciplinary policies including suspension, retention and expulsion as mandated by KHDA
26. Performs safety inspections and prepares and reviews emergency procedures
27. Ensures that the school is meeting the needs of different groups of students, including those with special educational needs and disabilities, as specified by the Special Education Department of the Ministry of Education⁵⁵³, and ensuring that these students are making “at least good progress in all aspects of their education and development”⁵⁵⁴
28. Ensures that all staff are cognizant of their responsibility to maintain an accurate record of students’ absenteeism and tardiness
29. Promotes good attendance, and follows up on excessive tardiness and absenteeism
30. Is available to discuss any issues or concerns related to attendance with parents
31. Recognizes students with excellent attendance records
32. Assists in devising, through classroom instruction and learning experiences outside the classroom, ways to increase the students’ knowledge of nutrition
33. Ensures that all parents are made aware of the importance of healthy eating habits and choosing healthy foods when preparing lunch boxes for their children
34. Provides system-wide coordination and supervision directed towards the most efficient and nutritional operation at the lowest possible cost to the student
35. Ensures that all requirements, standards and procedures for school cafeteria facilities, hygiene and safety, nutritional requirements, and food supplier requirements are followed by the school as specified in the “Guide of Health and Nutritional Practices of School Canteens”⁵⁵⁵
36. Ensures that a member of staff monitors food safety activities and issues and liaises with the catering company and regulatory authorities on behalf of the school

⁵⁵³ School for All. General Rules for the Provision of Special Education Programs and Services. p.40

⁵⁵⁴ A Guide for the Appointment of a Principal in a Private School in Dubai. 2015-2016, p.7

⁵⁵⁵ Dubai Municipality- Dubai Health Authority- Guide of Health and Nutritional Practices of School Canteens, 2011 **876 / 1217**

37. Ensures that any inspection required by the Food Control Department of Dubai Municipality is facilitated
38. Ensures full compliance with the process for responding to cases of food poisoning or cases of suspected food poisoning
39. Ensures that the school implements all rules and regulations as defined in the School Clinic Regulation⁵⁵⁶
40. Convenes a meeting periodically with the SLT for the purpose of reviewing AMK's general safety policy and procedures, and makes modifications as deemed necessary and proper
41. Identifies additional training that might be needed and discusses any other such related matters as may be deemed necessary by the participants
42. Allocates sufficient time, training, support and resources to enable the Child Protection Coordinator to carry out his/her role effectively
43. Ensures that all staff understand the importance of raising concerns about poor or unsafe practice related to child protection and that such concerns are handled sensitively
44. Ensures that the curriculum provides students with learning opportunities on self-protection and safety, including online safety
45. Ensures that anyone who has harmed or may pose a risk to a child is referred to the relevant authorities
46. Develops and supervises a program for the security of the school buildings, school grounds, and school equipment
47. Ensures all staff understand the importance of their role in preserving the safety and security of all students
48. Informs the staff of any incidents that may have a serious impact on the buildings and grounds of the school
49. Authorizes individuals who will have access to the building outside normal school hours
50. Ensures the adequate maintenance of the school and the early detection of building problem areas and the quick response to necessary repairs
51. Ensures that all parents and students are made aware of the school's rules and expected conduct during bus rides
52. Ensures the leasing company is following the transportation safety rules set out in the Transportation Policy
53. Ensures that non-compliance to policies and procedures is promptly identified and addressed as per KHDA inspection standards
54. Contributes to the development of the school's policies

Staff Management

1. Articulates the school MVC to all staff members
2. Maintains a sense of family spirit, support, and mutual respect among the staff all with the highest level of professionalism
3. Assists in hiring, assigning and retaining high-quality staff and provide appropriate supervision that will ensure professional growth
4. Ensures compliance with contracts established by AMSI and the school
5. Collaborates in assigning the responsibilities and accountability of staff members
6. Distributes responsibilities to staff in a fair manner assigning duties to staff based on matching strengths
7. Implements a well-planned orientation and mentoring program for new teachers and staff
8. Organizes an adequate plan for substitute teachers when needed
9. Supervises school staff, documenting performance evaluation appropriately based on school's expectations
10. Observes teaching and gives feedback based on best practices in instructional strategies
11. Engages academic staff in frequent conversations/reflections about best classroom practices
12. Arranges regular staff communication and support venues (e.g. regular staff meetings, circulars and bulletins)
13. Liaises with all coordinators, heads of sections and teachers regarding procedures for monitoring and evaluation of effective teaching
14. Takes proper steps, within his/her jurisdictions, when employees display an inappropriate conduct or do not meet performance standards
15. Works with the AMSI's Human Resources Department in discipline and termination processes related to staff
16. Participates in the annual staff performance evaluation in collaboration with other members of the SLT
17. Ensures the provisions of effective staff development opportunities for all staff members based on a needs analysis
18. Conducts professional development training for teachers to improve teaching and learning strategies, assessment types as well as the requirements and expectations of the assigned school programs and events
19. Develops and implements a CPD program plan for all staff in school regarding SEND and Inclusion
20. Disseminates useful knowledge and practices to members of the administrative, instructional, and support staff regularly
21. Participates in the implementation of school improvement plans and action plans targeting recommendations from DSIB's inspection and external accreditation visits
22. Ensures that the school provides a harassment and discrimination free environment and acknowledges and celebrates exemplary employee performance
23. Manages conflict when it happens and immediately confronts and resolves problematic issues, consulting with the Principal as needed

Curricular and Extra-Curricular Programs (ECA)

1. Provides for articulation of curriculum within the school
2. Assists in the planning and implementation of instructional activities
3. Supports the academic staff in the process of vertical and horizontal alignment within and across curriculum areas and grade levels
4. Supports the academic staff in the process of establishing cross curricular links
5. Supports school staff in ensuring that ICT is embedded in all disciplines within the school wide programs
6. Encourages teachers to utilize a variety of appropriate instructional methodologies and resources
7. Approves, within his/her mandate, the resourcing of essential and supplementary instructional materials
8. Ensures that the assessment policies and provisions are well implemented to provide an accurate measure of students achievement
9. Coordinates remedial, academic support and enrichment programs
10. Provides for the supervision of school-sponsored field trips
11. Ensures that the after-school activities, clubs and athletic programs are resourced and supervised
12. Serves, when delegated by the Principal, as school representative in meetings and activities conducted with local and international organizations
13. Is involved in the IEP development of students in collaboration with the SENDCO, LST, parents and teachers

Communication

1. Articulates clearly the MVC of the school to all stakeholders
2. Communicates with the stakeholders in an effective and timely manner using appropriate channels
3. Ensures the proper implementation of the school's Reporting to Parents Policy
4. Ensures that parents are aware of all policies and procedures related to behavior, attendance, etc. and their impact on student learning and progress
5. Ensures that admission instructions and guidelines are clearly documented and communicated to staff, parents and students
6. Reports, in the absence of the Principal, to the School Governing Board, achievements and challenges in the reporting process
7. Contributes to the development of the reporting policy
8. Is available to discuss any concerns related to student progress and wellbeing with parents including the concerns of students with SEND joining the ECA
9. Deals positively and effectively with the media
10. Responds effectively and timely when incidents occur; communicates so that stakeholders are confident the school is safe
11. Develops and upholds a school environment that promotes openness, respects confidentiality, and trust
12. Communicates with parents regarding transition matters

School/Community Relations

1. Exemplifies a positive relationship with staff, students, parents/guardians, and community

2. Models distributed leadership and data-driven decision-making strategies in relation to community issues
3. Develops collaborative efforts between the school and community
4. Engages the community to build greater ownership for the work of the school
5. Encourages and develops parent/guardian involvement/partnerships
6. Invites parents to volunteer in school activities
7. Maintains a positive school climate and school morale
8. Maintains an interest in the local community participation
9. Develops and maintains relationships with other schools, local authorities and organizations
10. Involves staff in partnership activities
11. Promotes the school to attract enrollment

Qualifications, Skills and Abilities

1. An advanced (post-graduate) university degree or education qualification (or its equivalent) from a recognized university, or evidence she/he is working towards obtaining such a degree
2. 3 years or more of cumulative experience in same or similar curriculum schools, where the candidate has held such positions as Head of Section(s), or Head of Department, if the candidate has not been a Vice Principal before
3. Seven or more years of teaching experience; preferably holding teaching qualifications
4. Excellent communication and time management skills
5. Financial management skills –budgeting, managing expenses, etc.
6. Excellent organizational skills, strategic planning skills and efficiency in meeting deadlines
7. Excellent written and oral communication skills; with a minimum of 7.5 on IELTS
8. Good technical skills with technology and presentation tools
9. Ability to create and manage work teams
10. Ability to manage innovation and educational reform
11. Ability to prepare reports, evaluations, correspondence forms etc.
12. Ability to gather and analyze data and develop clear and significant reports from that analysis
13. Ability to plan and evaluate strategies for improving instruction
14. Ability to share proven instructional approaches with teachers and administrators in a multicultural setting and interpersonal skills to provide advice and coaching
15. Knowledge of effective staff development models that lead to increased student achievement

DISCLAIMER The job description above provides an overview of the nature and level of work performed by the Vice Principal. It should by no means be interpreted as a cumulative list of duties. Other responsibilities may be delegated to the candidate for this job. **880**