

## ECC HEAD OF SCHOOL JOB DESCRIPTION

<b>Job Title:</b>	<b>ECC Head of School</b>	<b>Job Category:</b>	Full time
<b>Department/Group:</b>	Early Childhood	<b>Salary Scale</b>	
<b>Location:</b>	NEOM - KSA	<b>Travel Required:</b>	No
<b>Position Type:</b>	Full Time	<b>Reporting to:</b>	AISJ Superintendent
<b>Terms of Employment</b>		<b>Manages Others:</b>	No
<b>Job filled by:</b>		<b>Vacation days /year</b>	30 days
<b>Evaluation:</b>	As per the school's performance and evaluation policy		

### ROLE AND RESPONSIBILITIES

The ECC Head of school works in close cooperation with the Early Childhood staff, administrators of ECC, parents, scholars, and other members of the community to determine common educational goals and objectives that will provide for an effective educational program directed toward meeting the intellectual, emotional and social needs of each scholar; to act as the educational leader and manager of all aspects of the operation in the EC division; to create an atmosphere conducive to student learning at the highest possible level appropriate to age group.

### JOB DESCRIPTION

#### Managerial

- Oversee ECC academic policies and procedures including scheduling, teacher & room assignment, and discipline.
- Implement School Board Policy pertaining to the assigned School.
- Establish and actively pursue the school's vision and mission in collaboration with all stakeholders.
- Establish and manage student accounting and attendance procedures at the assigned school.
- Create and actualize the budget, staying within the developed boundaries.
- Account for all ECC needs terms of curricular materials, furniture, rooms, etc. Plan to ensure that these components are in place.
- Develop work groups and monitor their progress
- Oversee the selection and acquisition of instructional materials and equipment.
- Set high standards and expectations for self, others and the School; and provide recognition and celebration for Students, Staff and school accomplishments.
- Create a positive and fair work environment where teachers and other staff feel enthusiastic about work.
- Create a culture that values learning, reading, community engagement, and respect.
- Deal with problems associated with change, build teams to accomplish plans, goals, priorities and work with parents to resolve complaints or concerns.
- Adjust strategies to accommodate unexpected situations.

#### Plan, organize, implement, coordinate and evaluate the Early Childhood programs. Leadership of this program shall include:

- Ensuring class size requirements
- Use of data to identify student and instructional needs
- Curriculum development to implement the standards
- Consistent and regular program evaluation
- Personnel recruitment and recommendations for selection when vacancies occur
- Orientation and assistance for new staff members and for substitutes
- Communications among staff
- Staff development to expand and improve skills
- Analysis of assessments to improve instruction
- Resources and personnel scheduling
- Parental support and training
- Coordination and close working relationships with Colleagues
- Evaluation and selection of instructional materials and equipment

#### Staff Performance & Evaluation

- Set high goals and standards for self, and all staff in ECC division
- Supervise, conduct annual performance appraisals and make recommendations for appropriate actions
- Conduct mini observations on all staff at least once per month
- Work with teachers on development and goal setting
- Provide a summative year end evaluation meeting for each ECC employee
- Make difficult personnel decisions when necessary, including dealing with ineffective teacher or staff performance.
- Analyze situations

#### Curriculum, Instruction & Assessment

- Oversee and participate in all aspects of curriculum design & instruction, including core curriculum, arts, elective, and PE.
- Provide leadership and direction for the implementation and evaluation of curriculum and instruction at the assigned school, consistent with the School's goals and priorities.
- Oversee the administration of the testing program for the school.



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- Establish procedures to be used and provide leadership in the event of any incident that may lead the EC division towards any kind of disruptive situation,
- Assign tasks and supervise personnel in task accomplishment, and supervise the operation, activities and functions.
- Participate in developing the school's strategic plan, calendar, staffing plan, workforce plan; manage and administer EC functions relating to these items
- Supervise and monitor the accurate and timely completion of data collection and reporting requirements
- Direct the development of the master staffing schedule and assign teachers according to the identified needs
- Delegate responsibilities to appropriate staff members
- Delegate functions and responsibilities to the Deputy Head of School in such a manner that the total program operates effectively; supports training for the Deputy Head's professional growth
- Establish and promote high standards and expectations for students and staff assigned to the EC Department and assist with a smooth transition to kindergarten
- Ensure coordination of services and articulation between the early childhood and elementary levels of the instructional program by communicating frequently with the principals, curriculum coordinator and literacy coach
- Provide and coordinate services to staff to assist them with students who experience difficulty in learning. Coordinate resources with school and community to assist the students, parents and staff.
- Provide parent classes to enhance and extend the school learning experiences of children at home. Plan and coordinate parent support sessions, including strategies, care and nurturing, and proper nutrition.

### Proactive Orientation

- Exercise proactive leadership in promoting the vision and mission of the school.
- Anticipate difficult situations and develop prevention and intervention strategies.
- Access, analyze, interpret, and use data in decision making
- Initiate programs and organize resources to carry out the School's Continuous Improvement Plan
- Keep abreast of current research, trends, and best practices in early childhood education
- Use current research, performance data, and feedback from students, teachers, parents and community to make decisions related to improvement of instruction and student performance.
- Align EC school initiatives with AISJ goals, mission and vision

### Recruitment & Selection

- As part of the hiring committee, interview, select qualified candidates to be recommended for appointment in the area of her/his jurisdiction
- In coordination with HR. review job descriptions for EC vacancies
- Researches and reviews appropriate candidates for Early Childhood positions, including support roles.
- Assign newly hired candidates to specific roles within the Early Childhood

### Implementation & Support of School Programs

- Promote the ECC Essential Agreements/Agreements of Practice for instruction and assessment.
- Promote high student achievement
- Meet with all school principals and leadership as scheduled to review the status of academic programs and individual student achievement

### Child Protection and Safeguarding

- Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- Follow and deal effectively with emergency and/or abuse situations as per the AISJ's Child protection procedures.
- Act quickly to stop possible breaches of safety.

### Communication

- Communicate effectively, both orally and in writing with parents, students, teachers, and the community.
- Communicate through the proper channels to keep the Superintendent informed of impending problems or events of unusual nature.
- Promote and implement AISJ Communication Protocol for staff concerns.
- Maintain visibility and accessibility on the school campus.
- Conduct ECC staff meetings to discuss policy changes, instructional programs, potential challenges and action plans.
- Model effective listening and positive interaction skills
- Develop positive school-community relations and serve as a liaison between the school and the community.

### Other Responsibilities

- Attend all-school related activities and events, including but not limited to - board meetings. PTCs, PTSA events, ECC social gatherings...etc.
- Perform incidental tasks consistent with the goals and objectives of this position.
- Extended hours beyond the regular school day may be frequently required.



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### PROFILE OF THE CANDIDATES WHO FITS THIS POSITION

#### WORK STYLES

- **Integrity:** Showing professional integrity, being honest, transparent & ethical
- **Provide a vision and a purpose:** Set clear goals & high expectations, lead by example, and have a can-do positive attitude especially during tough times
- **Leadership & Dependability:** Lead, take charge, and offer opinions & direction; Being reliable, responsible, and dependable, and fulfilling obligations.
- **Adaptability/Flexibility:** Being open to change and to considerable variety in the workplace.
- **Independence:** Work independently with little/no supervision

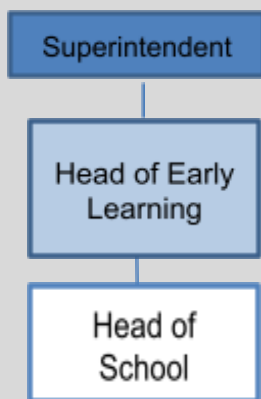
- **Proactive Orientation:** Predictive thinking, anticipate problems. Use data efficiently to better prepare for upcoming challenges before they manifest.
- **Motivation & Empowering:** Ability to motivate and inspire students and teachers
- **Crowd Control:** High level of stamina, ability to manage large groups, including appropriate means of crowd control
- **Social Perceptiveness:** being sensitive to others' needs and feelings and being understanding and supportive.
- **Interpersonal skills** that function to create connections and positive experiences for staff and students

### EXPERIENCE, QUALIFICATIONS, AND CORE SKILLS

- Master's Degree in Early Childhood Education or an advanced study in a related education field
- Minimum 3 years of experience in an administrative role in an international educational institution, preferably of American Curriculum.
- Certification as School Principal, Professional School Principal, or Early Childhood Director's Credential
- Experience with ESL and Learning Support Programs.
- Knowledge of curriculum design development, implementation, data-driven instruction
- Experience with play and inquiry-based learning, including the IB PYP and Reggio Emilia.
- Knowledge of continuous improvement methodologies, planning, organization, coordination, and implementation of professional learning

- Leadership and Coaching Skills
- Organizational and Positive Interpersonal Skills
- Active Listening Skills
- Advanced Communication Skills
- Information Management Skills
- Budgeting skills
- Time Management Skills
- School value's advocate

### ORGANIZATIONAL CHART





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**Note:**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

**Reviewed By:**

**Approved By:**

**Last Updated By:**

Nasser Nabhan

**Date:**

September 9, 2023

I have read and understood this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature and Date: \_\_\_\_\_

Supervisor Signature and Date: \_\_\_\_\_