Exemplary International School Board of Trustees

# Director Job Description

## General Summary

As Chief Executive Officer of the School, the Director is responsible for the day-to-day management of the school, its staff and administration; curriculum and academic achievement of all students; the welfare, advancement and safety of all students, teachers, staff and administration; business and financial health of the institution and organizational development of school in future years.

## Scope of Work

1. Set direction and manage:
   (a) Academic and business affairs of the school;
   (b) Recruitment of administrative, teaching, office and support staff as necessary;
   (c) Implementation of school appraisal policy;
   (d) Curriculum choices and accreditation standards;
   (e) Physical Facilities expansion/improvement and maintenance.
2. Manage definition, development and execution of: Curricula;
   (a) Testing as appropriate for Curriculum and University placements;
   (b) Extra-curricular activities;
   (c) Community outreach and local city outreach;
   (d) Public and ceremonial meetings as required by the school;
   (e) School standards that are commensurate with, or exceed, those of top tier international schools elsewhere in the world.
3. Act as primary liaison with Board of Trustees:
   (a) Propose and develop Administration perspective on future operating and strategic plans to the Trustees and work as a board member to develop strategic operating plans;
   (b) Undertake all reviews, and prepare reports, of any aspect of the school's operations, as requested by Board of Trustees;
   (c) Attend all meetings of the Board of Trustees, The PTA and any other meeting as requested by the Chairman of the Board of Trustees;
   (d) Bring to the attention of the Board of Trustees any unresolved or new issues of academic, professional, pedagogical or financial concern;
   (e) In consultation with the Board of Trustees, review, propose and develop school policies as appropriate, and to implement them as required;
4. Oversee the financial status and fiscal operations of the school:
   (a) With Board Treasurer, Deputy Director and Business Manager, prepare the annual budget for approval by the Board of Trustees, and ensure its implementation;
   (b) Diversify school financial base through alternative revenue streams;
   (c) Maintain operating margins and manage expenses to ensure profitable operations of the school.
5. Recruit, develop and motivate leading edge teachers, administrators and staff.
6. Make appropriate disciplinary decisions and dismiss as necessary.
7. Ensure all school constituents understand and adhere to Ethical Codes of Conduct.

8. Ensure all personnel perform their duties in accordance with the job descriptions, the "Conditions of Employment" and the "Work rules."
9. Act as a representative of the school at meetings with the City or Government officials, or with any leading members or organizations within the local community.
10. Maintain effective communication with the parent and student body including private consultation and counseling as necessary.
11. Act as role model for other employees, students, parents and community and provide effective leadership within the school.
12. Stay abreast of developments in education in general, but specifically within the fields of international education.
13. Research, develop and bring in outside educational opportunities to the school in order to expand awareness, enhance education and broaden the standard curriculum and knowledge base.
14. Determine the school's annual calendar for approval of the Board of Trustees.
15. Act as the public face of the school in development and fund-raising activities.

**Principal Accountabilities**

- Quality of education
- Budget and staffing management
- Continued expansion of educational and vocational opportunities within the school
- Dynamic character and progressive evolution of the school

**Reports to**

- Board of Trustees