

**POSITION: Deputy Head of School**

**REPORTS TO: Head of School**

**CONTRACT TERM: 3 School Years (2023-2026)**

*We reserve the right to end the recruitment process once a suitable candidate is found.*

In collaboration with the Head of School, the Deputy Head of School is responsible for leading day-to-day operations and playing an integral role in the school's strategic direction, goal-setting, and performance management. This position is responsible for strategic development, implementation, and operation and the enhancement of internal processes and infrastructure toward the achievement of the JIS Mission and Vision. The DHoS as a leader must have the experience, insight, and capacity to help the organization improve its effectiveness as it grows.

This position also provides leadership and coaching to Principals, Associate Principals, and other leadership positions in all areas. The Deputy Head of School is responsible for overseeing Student Support Services, professional development of all employees, the Human Resources Office, Special Projects, and the Indonesian Education Program Office. They will support the Head of School in managing day-to-day operational issues that require a high level of administrative engagement, ensuring that a senior-level administrator is readily available to work with parents, teachers, and the greater school community in pursuit of the school's mission, vision, and values.

The Deputy Head of School is part of the Board of Managers, serving as one of the school's senior leaders.

**QUALIFICATIONS, EXPERIENCES, ATTRIBUTES**

- M.A. or M.Ed. degree in Educational Administration
- Minimum five years of experience in a leadership role as a senior administrator in an educational institution
- Extensive knowledge of and experience with early years through high school curricular programs, including the International Baccalaureate program, Advanced Placement Program, and inclusion;
- Demonstrated understanding of and experience with leadership practices in a complex school environment;
- Ability to motivate and inspire others;
- Ability to build teams, including school and community partnerships;
- Strong planning, organizational, and development skills;
- Experience in developing and achieving an organization's strategic plan and development initiatives.
- Demonstrated success in a multicultural environment, with overseas experience highly desirable
- Proven track record in leading change and school improvement initiatives.
- Experience in staff supervision and evaluation, with demonstrable knowledge of supervisory and administrative theory and practice.
- Strong commitment to and proven record of fostering community involvement and support.
- A clear commitment to Child Protection, safety, service learning, and environmental stewardship

## **DUTIES AND RESPONSIBILITIES**

1. Assists the Head of School in implementing the school's educational policies within the framework of the regulations provided by the Board of Trustees;
2. Assists the Head of School, Human Resources Manager, and divisional Principals in recruitment, orientation, performance management, development, and retention;
3. Makes recommendations to the Head concerning school improvement processes, schoolwide assessment, school accreditation, teacher recruitment, evaluation, school development, curriculum and instruction, and learning support;
4. Along with the Director of Teaching, Learning and Curriculum facilitates and leads schoolwide strategic planning, innovation, and collaboration;
5. Manages and plans the implementation of the Deputy Head of School budget;
6. Facilitates and develops positive and effective communication and relationships with various stakeholders;
7. Committed to the implementation of learning dispositions of JIS across divisions; inclusive education, and differentiated instruction;
8. Supervises the continued development of JIS as a professional learning community with a common ethos and culture across the school;
9. In conjunction with the Director of Teaching, Learning, and Curriculum, provides leadership for the Western Association of Schools and Colleges (WASC) and Council of International Schools (CIS) accreditations to ensure that the school continues to meet the requirements of the associations and appropriate actions are taken each year to meet improvement requirements;
10. Works with the Director of Communications to plan and implement the most effective communication systems for every constituent group and prospects;
11. Ensures meaningful connections among the Communications office, Admissions, Student Support Services, co-curricular and academic teams of the school;
12. Communicates systematically with the Head of School, Board of Managers, Divisional Principals, and Director of Teaching, Learning, and Curriculum about progress and challenges;
13. Participates in Board of Trustees meetings and committees;
14. Sets high standards for performance and supervises and evaluates to ensure that these areas and their leaders continue to operate and function efficiently and effectively and serve the needs of the school and the JIS community.
15. Works collaboratively with parents to ensure strong and open means of communication throughout the community.
16. Performs other related duties and assumes other responsibilities as assigned by the Head of School

## **TERMS OF EMPLOYMENT**

The successful candidate will be offered a three-year initial administrative contract, with subsequent year-to-year contracts dependent upon demonstrated achievement towards annual goals.

## **TO APPLY:**

Interested candidates should submit the following materials as separate PDF attachments in one email to [leadershipapplicant@jisedu.or.id](mailto:leadershipapplicant@jisedu.or.id).

- Cover letter expressing interest in the Deputy Head of School position
- Current resume
- List of five references with name, phone number, and email address of each (references will not be contacted without the candidate's permission)