

## **CIS HIGH SCHOOL ASSISTANT PRINCIPAL - FRAMING the ROLE**

### **Particulars**

- This position's focus is High School

### **The CIS Mission**

Our mission is to Connect / Inspire / Serve. (CIS) We are a positive community with passionate learners.

### **The CIS Community Principal**

- **Kindness** - We value kindness. Our kindness is illustrated in all of our interactions: with our own children, with others' children, with families, with staff, and with administrators. How we communicate with each other is emblematic of our collective kind and caring spirit.
- **Partnership** - We are strongest when we work together, when we share ideas and resources, and when we partner with the greater Cayman community. A spirit of collaboration not only makes our community stronger, it makes students learning richer by connecting stakeholders in exciting and innovative ways.
- **Sustainability** - We take into consideration long-term impacts when making decisions. This applies to decisions about programming as well as to our personal and collective behavior. We live on an island with limited resources and our environmental stewardship is essential in keeping it viable and healthy for generations to come.
- **Good Intent** - We assume good intent. We trust that members of our community have what is best for one another at heart. We engage diverse perspectives with empathy and open-mindedness. We aim to be our best selves in all that we do.

### **The CIS Learning Principals**

- **Language of Learning** - We understand that to make learning happen effectively and collectively we need a shared language that describes what learning is and how we do it.
- **Ownership of Learning** - We understand that we are all able to learn and ultimately responsible for our own learning.
- **Nature of Learning** - We understand that learning is emotional as well as cognitive and is both an individual and social experience.
- **Contexts of Learning** - We understand that learning transfer happens best in rich, relevant contexts.

### **Title / Role**

- High School Assistant Principal

### **Position Requirements**

- Minimum three years leadership experience in a high school or secondary setting (previous experience as an assistant / deputy principal or principal)
- Minimum three years or more of successful teaching experience in an high school setting
- Experience in international schools
- Master's degree or higher (may be in progress)
- Administration certification (may be in progress)
- Must support curricular and extra curricular programs, as well as school-wide initiatives
- Demonstrated success in the qualities, experiences, and behaviours outlined in the overview below

### **Demonstrated Experience**

- Experience supporting / managing learning support / SST
- Experience and strong track record of pastoral care and student discipline
- Experience with IB Diploma, CCSS, CGC, PBL, STEAM, service learning and experience supporting the implementation and review of curriculum
- Experience leading child protection and safeguarding procedures
- Experience with school accreditation, inspection and re-registration

- Experience supporting a positive parent partnership

### **Desired Attributes**

- Flexible, Adaptable, and Open-Minded
- Approachable, Listener, and a Sense of Humour
- Dedicated and Energetic
- Display a generosity of spirit and commitment to personal, professional and organizational growth
- Effective communicator
- Contributor to afterschool programming
- Embodies CIS Community Principles

### **Reports to**

- High School Principal

### **Overview**

In recent years it is noted that very few things have been written more about than leadership, yet still we know very little about leadership. We do know however that the Assistant Principal plays a critical role in a school's success. Assistant Principals, Principals and subsequently schools are successful when the following are in place. Thus the Assistant Principal's job description is to demonstrate the following in the name of serving the CIS Community and Mission.

- **Disposition**
  - Positive, Caring, Committed, Compassionate, Fair, Focused, Friendly, Professional
- **Instructional Leadership**
  - Foster a vision, Share leadership, Learn as a community, Use data, Monitor curriculum and instruction
- **School Climate**
  - Demonstrates responsible citizenship is graceful around other duties as needed or assigned in cultivating a positive and vibrant climate
- **Human Relations and Administrative Duties**
  - Foster relationships yet is timely in administrative duties
- **Effective Teacher Evaluation**
  - Ensures high quality instruction
- **Organizational Management**
  - Attention to structures to support teachers, students and community in life-long learning
- **Communication and Community Relations**
  - Honest and timely communication

### **Overview of Responsibilities and Duties**

#### **Key Particulars**

- Acts as principal when the principal is not on the school grounds
- Liaises with students, teachers, staff and parents in a variety of capacities
- Maintains an inviting, positive environment for students, staff, and parents

#### **Student Related**

- Acts in the capacity of "Dean of Students" overseeing student conduct and behaviour
- Coordinates a fair progressive discipline model that allows for learning opportunities whilst promoting exemplary deportment
- Monitor student absences and tardiness
- Helps foster a positive environment for student learning and personal growth
- Assists in the placement of students
- Works as a member as well as facilitator of the Student Success Team
- Coordinates assemblies in conjunction with other staff members
  - Helps facilitates new student orientation

**Curriculum Related**

- Liaises with counselors, principal, grade level leaders with respect to Flex Time
- Supports curricular initiatives

**Staff Related**

- Where applicable supports staff on duties
- Assists with co-curricular and extra-curricular issues
- Evaluates selected faculty members (pre-determined by area of comfort and expertise)

**School Community Related**

- Communicates regularly with parents via meetings, emails, phone calls and newsletters
- Serves on various school-wide committees when needed

**Other Professional Responsibilities**

- Assists the principal with the implementation of school policy and procedure
- Is acting principal when principal is off-campus
- Coordinates class lists, in conjunction with the registrar and counselors
- Assists with scheduling of events
- Responds with sound, fair judgment to a variety of unique scenarios that occur on a regular basis
- Participate in regular faculty meetings (grade level, subject area, divisional or all school)
- Participate in special events such as back-to-school night, cultural nights, orientations
- Participate in duty rotation if needed
- Serve on a variety of working committees related to curriculum, policy, student issues, etc. on an as needed basis
- *Often works in a capacity beyond the above job description*

**Equity and Inclusion**

It is CIS policy that decisions about staff assignments, promotion, demotion, and selection for training shall be taken without regard to race, colour, ethnicity, gender, disability or sexual orientation.

**Evaluation / Reflection / Professional Growth**

Performance will be evaluated within the framework of our appraisal and professional development protocol

**Compensation and Work Year**

- Compensation as per contract in relation to CIS Remuneration Scale
- Work year as per the school calendar
- As with most all roles in education, be ready to serve above and beyond the call of duty

**Our Culture**

Our team recognizes that school years for children of all ages are periods of tremendous growth, curiosity and transition in the lives of students and parents. Through good teaching practice and modeling we facilitate the students' intellectual, social, emotional and physical growth through school and beyond. Indeed, students' well being is at the centre of our teaching practice and as such, teachers must be committed to working collegially, collaboratively, energetically and enthusiastically to enhance the learning environment for students, staff and community. Our school and its community value staff who demonstrate excellence, collaborate, communicate in an effective and timely fashion, have a sense of humour, are flexible, demonstrate cultural awareness, celebrate diversity, appreciate and engage in Caymanian culture, accommodate different learning styles and sponsor after school activities.

**NB:** Cayman citizens, status holders and residents are encouraged to apply

ISCO Code: 2359 - Teaching Professional not elsewhere classified