



Secondary Principal Job Description

Secondary Division

Job Title	Secondary Principal
Classification	Overseas Direct Hire
Reports To	Head of School of Academic Affairs
Working Hours	Faculty Hours
ACRONYMS:	HOS: Head of School HOSAA: Head of School of Academic Affairs BOT: Board of Trustees

Primary Goal:

To facilitate effective management and delivery of the Secondary division (Grades 6-12). Providing leadership for and the administration of the IB Diploma Program and Middle Years Program for the students in the school and being a liaison between the IBO and GSIS.

Job Responsibilities

1. Supervise Secondary Assistant Principals/Coordinators, Athletic and Activities Director, and Heads of Department Leaders.
2. Supervise Counselors (grades 6-12) and the Registrar.
3. Supervise Administrative Assistants and manage the structure and practices of secretarial staff within the secondary office and counseling department.
4. Oversee all secondary budgets associated with Academics, Athletics, and Co-curricular activities (including KAIAC), covering professional development, training, activities, and schedules for grades 6 to 12.
5. Enforce and recommend school and division policies for the efficient management of school culture and practice.
6. Monitor division facility needs and approve recommendations and work requests for repairs and upkeep.
7. Oversee the development of the master schedule for grades 6 to 12 in collaboration with the counseling department and registrar, including teacher and classroom assignments.
8. Prepare and plan semester examination schedules, bell schedules, special assembly schedules, etc.
9. Assume responsibility for the oversight, implementation, and management of the MYP, DP, Elective Courses, 21st Century Learning & Technology, Counseling Curriculum, and

Pastoral programs in the Secondary School.

10. Prepare division reports for the School-wide Administrative Team, School-wide Academic Leadership Team, Head of School Advisory Council, or other topics as requested.
11. Plan and lead Secondary Principal's Coffees/Information Nights/Days (Grades 5-12).
12. Plan and lead Secondary School HoD Meetings (grades 6 to 12).
13. Plan and lead Secondary Administrative Meetings (grades 6 to 12).
14. Monitor and attend Student Resource Team meetings, and participate in developing and supporting plans for secondary students with SEP and EAL needs meetings.
15. Supervise and support HoD leaders in leadership, academic planning, grade-level meetings, and staff management.
16. Plan and facilitate weekly secondary professional development (PD) meetings in collaboration with Coordinators and HoDs.
17. Oversee the development and execution of the secondary division strategic/IB program action plan.
18. Coordinate parent and staff communication through weekly Secondary emails, SMS/LMS systems, and website updates for the secondary school.
19. Coordinate school-wide calendaring and communication of events with the Athletic Director & Activities Coordinator.
20. Manage Stage 3 and Stage 4 student disciplinary infractions for grades 6 to 12.
21. Assume responsibility for the L.E.A.D. (teacher) evaluation process and teacher walk-through evaluations for secondary school faculty (grades 6 to 12).
22. Oversee the development of teacher mentoring for the secondary divisions.

Other job responsibilities include:

1. Other school-wide and division-wide duties as assigned.
2. Arrival/departure for the academic year requires one week before and one week after the school year ends.

Qualifications:

- Master of Arts or higher degree is required
- K-12 Principal Certification required
- At least 5 years of classroom teaching experience
- At least 3 years of experience as an Assistant Principal or similar position
- International Baccalaureate Diploma Program/Middle Years Programme experience preferred
- International experience preferred

Step By Step Application Process:

1. Before applying, please review our school's educational philosophy and mission statement.
2. Once you have considered these, click on the link next to the position you are interested in applying for.
3. Candidates will be asked to provide the following documents for a complete application:
 1. Recent CV or resume listing all work experience and educational background.
 2. Two letters of recommendation, one being a present supervisor, and a list of three other references with contact information.
 3. Brief responses (200-300 words) to the following:

- a. Describe your Christian walk and/or conversion experience.
 - b. Explain how you would model your Christian faith in your work at GSIS.
 - c. How have you used technology in your personal life and your teaching?
 - d. Describe your professional growth experiences in the past two years.
4. If applicable, explanations for any health issues and/or gaps in work history.
 5. Pastoral reference completed by your pastor/church member in a leadership role and sent directly to our Recruitment Coordinator, Ms. Grace You (youbg@gsis.sc.kr).

Deadline: Open until filled.