



Secondary Assistant Principal Job Description

Secondary Division

Job Title	Secondary Assistant Principal/Middle Years Programme Coordinator
Classification	Overseas Direct Hire
Reports To	Secondary Principal
Working Hours	Faculty Hours

Primary Goal:

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

Job Responsibilities

1. Distribute administrative responsibilities across supervision, management, and oversight of the MYP curriculum and coordination.
2. Prepare and schedule all duty assignments and supervision of staff coverages, including Lunch, Break Duty, Hall Duty, Detention Duty, and Wet Lunch.
3. Collaborate with necessary personnel for the student checkout process, accounting and tracking of textbook fees (library), and collection; ensure new students are properly oriented into the school community.
4. Plan, organize, and coordinate with teachers for Parent-Teacher Conferences (PTC).
5. Oversee the administration, logistics, and scheduling of proctors for MAP testing in collaboration with relevant support teams (Technology, SEN, General Affairs, etc).
6. Manage student disciplinary actions and consequences for Stage 1 and Stage 2 infractions (grades 6 to 12).
7. Support the supervision and evaluation of teachers by completing L.E.A.D. teacher walk-through evaluations for secondary school faculty (grades 6 to 12).
8. Support HoD leaders of subject areas in their academic planning and grade-level meetings.
9. Support and contribute to parent communication on events, discipline, and academic performance in the Secondary School.

10. Support and contribute to the supervision of MYP, Pastoral, and Technology Program planning and implementation.
11. Support and contribute to teacher mentoring in the secondary division.
12. Support and contribute to weekly Secondary School Professional Development (PD) meetings.

MYP Coordination:

1. Lead the implementation and ensure compliance with all IBO MYP standards and practices.
2. Administer the budget for the Middle Years Programme.
3. Monitor expenditures from the budget for teacher training, supplies, recruiting, exam preparation, and learning resources.
4. Pay fees to the regional billing office.
5. Purchase and distribute IB publications.
6. Recruit and counsel students for MYP courses.
7. Communicate with IB students and parents about IBO requirements.
8. Coordinate with the Community and Service Coordinator and Personal Project Coordinator.
9. Support teachers in developing unit plans and placing them into Toddle.
10. Administer and coordinate December and May semester exams.
11. Provide staff with relevant, meaningful IB MYP training through Regional Workshops, Online Training, or In-House Training.

Other job responsibilities include:

1. Other school-wide and division-wide duties as assigned.
2. Serve and fulfill all duties of the Secondary Principal in their absence.
3. 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
- 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).