



HARARE INTERNATIONAL SCHOOL

Harare International School Is
A Boldly Diverse Learning Community
That Inspires Curiosity,
Embraces Challenge,
& Nurtures Personal Growth.

Job Title: Vice Principal for Elementary School and Primary Years Program
Coordinator (VP/PYPCo)
Reporting to: Elementary School Principal
Start Date: August 2025

Job Overview:

As a member of the Elementary Leadership Team, the Vice Principal/PYP Coordinator works with faculty to ensure that the Elementary School adopts best practices to meet the requirements set out by the IB Program Standards and Practices and the CIS accreditation framework. This position includes supervision of teachers and deputizes the Principal of the Elementary School in her absence.

PYP Coordinator Responsibilities:

- Develop and implement the PYP within the school according to IBO program standards and practices
- Establish the annual Program of Inquiry review
- Creating curriculum maps for each grade
- Engage in short- and long-term planning to continually strengthen the program
- Ensure all incoming teachers, or those teaching in a new role within the school, are fully familiar with the program/curriculum

Vice Principal Responsibilities:

- Develop the ES master schedules
- Co-conduct Teacher Growth Appraisals using the Charlotte Danielson Framework for Teaching.
- Coaches teachers toward best practices in fulfillment of the annual growth goals.
- Support teachers as they collate and track student progress data.
- Lead MAP testing twice per academic year.
- Skilled utilization of Managebac for reporting.
- Work with the ES Principal to proofread reports and student data.

Job Requirements:

Essential

- Minimum of 5 years of PYP Homeroom experience
- Alignment with the HIS Mission
- Minimum three years relevant experience and knowledge of best practices in the content area.
- Minimum of a Bachelor's Degree (Masters degree preferred).
- Teaching Certification in the content area for the position.
- Police clearance from your previous and home country.
- Safer Recruitment Review.

Preferred

- PYP Coordinator experience preferred (Curriculum Coordinator/Instructional Coach)
- A minimum of 2 years of international experience preferred
- Advanced digital competency, MAP and Managebac preferred.

Application Deadline is **January 17, 2025**.