American Cooperative School of Tunis
OPENING DOORS, HEARTS AND MINDS

# ELEMENTARY SCHOOL PRINCIPAL

The American Cooperative School of Tunis (ACST) is seeking an exceptional, forward-thinking leader to serve as our **Elementary School Principal** for the **2027–2030 school years.** In this key leadership role, the ES Principal will champion academic excellence, cultivate a safe and nurturing learning environment, and lead a dedicated team of educators in delivering a high-quality international education to our diverse student body.

## Child Protection and Safeguarding

ACST is committed to safeguarding and promoting the safety, well-being, dignity, and rights of children and youth. All employees are expected to maintain appropriate professional boundaries, act in the best interests of students, and comply with the school's safeguarding, child protection, training, and reporting requirements. Employment is subject to satisfactory background checks, reference checks, and other child safeguarding requirements.

## 1- Position Overview

The Elementary School Principal provides instructional, administrative, and student-centered leadership for the Elementary School, ensuring high-quality teaching and learning, student academic achievement, social-emotional development, and alignment with the mission and goals of ACST. The Principal directs and coordinates the daily educational and administrative operations of the Elementary School, including instructional programming, staff supervision and evaluation, student support and discipline, counseling, budget and resource planning, required documentation, and compliance with school policies, international standards, and accreditation requirements. The Principal fosters a positive, safe, inclusive, and productive learning environment through active collaboration with teachers, students, parents, and the wider school community, while maintaining a visible and accessible presence throughout the school. The Principal serves as a key liaison among students, families, faculty, administration, and external stakeholders; oversees athletics, activities, and internal and external student trips; and leads the development of the IB Learner Profile in alignment with international standards and ACST's educational goals.

## 2- Duties and Responsibilities

American Cooperative School of Tunis
OPENING DOORS, HEARTS AND MINDS

## SYSTEMIC LEADERSHIP

- Model and promote the ACST mission and core values
- Abide and model all school policies and procedures
- Effectively lead the teachers to achieve and incorporate the School's vision
- Promote fairness and integrity within all members
- Coordinate and communicate with the other Schools' Departments to ensure alignment
- Develop and support school improvement plans that align with the strategic plan
- Review, analyze and present data to the school community
- Develop and implement appropriate schedules (Master schedule, evaluation and assessment schedules, course schedules, etc.)
- Effectively direct the daily operation, supervision and monitoring of students and faculty to promote a safe and orderly School environment
- Design and implement and effective communication system for all stakeholders within the Elementary School community

## PERSONNEL MANAGEMENT

- Identifying the needs in terms of resources and teachers
- Contribute to the recruitment and sourcing
- Ensure proper induction of new joiners and maintain proper follow-up on the new instructional team integration
- Monitor the performance of all Elementary school personnel; including completing mid-year and end-of-year evaluations
- Manage effectively day to day matters related to the Elementary School (Students, Teachers, Parents or other staff)
- Work closely and positively with the supporting departments to achieve the Elementary School objectives and expectations.

## INSTRUCTIONAL FOCUS

- Contribute to maintaining ACST's accreditation status with MSA and the IBO
- Creates/Promotes a school culture for learning and enables instructional programs
- Provides guidance to review and improve programs for students
- Maintain proper focus and follow-up on the Athletics and After-School-Activities
- Ensure proper supervision is maintained on students with athletics
- Determines needed diagnostic information about students, staff and environment.
- Work with teachers to implement the MAP assessments and to use data to inform instruction at individual, classroom and school levels
- Student Learning Focus
- Provide leadership to ensure college preparedness and a pathway after graduation
- Develop and implement the IB Diploma Program

American Cooperative School of Tunis
OPENING DOORS, HEARTS AND MINDS

## SCHOOL COMMUNITY

- Focus on students, their families, staff members and community members to determine requirements, expectations, and preferences to build relationships that will contribute to satisfaction, trust and loyalty
- Establish strong lines of communication with staff, students and parents (via surveys, newsletters, announcements, recognition, etc)
- Be visible, approachable and active in the school community (on the playground, classroom visits, morning routine, school events, etc)
- Effectively manage complaints and resolve them in accordance with the school written policies

## ADDITIONAL RESPONSIBILITIES

- Continuously seek opportunities for different and innovative approaches to address problems and challenges
- Work closely with the instructional staff, leadership team, and administration to ensure the continuity and consistency of programs throughout the school.
- Maintain a positive climate in the school and create a common commitment to excellence .
- Stay current in the particular field through professional readings, seminars, and workshops.
- Attend scheduled faculty/teacher leader/team meetings.
- Demonstrate commitment to personal continuous professional growth and development to keep current in technological advancement, educational best practices and school wide initiatives.
- Plan and attend professional meetings, including parent meetings, conferences or coffees.
- Manage Tunisian and Out of Countries trips and show availability

In order to fulfill these responsibilities, the IB Diploma Programme Coordinator is prepared to perform additional duties required as might be appropriate and assigned by the School Superintendent or the Principal consistent with the purposes and responsibilities contained in this job description.

## 3- Interactions

### 3-1 Internal

Principals/Teachers/Students/Staff

### 3-2 External

Parents

## 4- Reporting lines and Decision making

American Cooperative School of Tunis
OPENING DOORS, HEARTS AND MINDS

| Reports to | Supervision | Decision making |
|---|---|---|
| SUPERINTENDENT | | n/a |

## 5- Qualification and Experience

- Master's Degree in Education, Educational Administration, or a closely related field.
- Current Principal Certification
- Over five (5) years' experience gained in a leadership position in education; such as Assistant Principal, Department Head, Grade Level Lead, Instructional Coach or something similar.
- 2-3 years prior teaching experience
- Principal experience preferred.
- Over ten (10) years' experience gained in a leadership position related to educational administration curriculum and professional development including focus on athletics and activities.
- Demonstrated knowledge on instructional and educational theories, trends, strategies' principles and best practices
- Demonstrated knowledge on supervisory and management theory, principles and techniques
- Demonstrated knowledge on child development theories, principles and concept
- Knowledge of major curriculum models and IB Learner Profile
- Ability to articulate, cope with and promote the ACST culture, policies, manuals, values, rules and guidelines
- Ability to identify and solve problems
- Excellent interpersonal skills with the proven ability to professionally and effectively communicate with educators, parents and community leaders
- Proven supervisory and leadership skills
- Align to School Ethical Guidelines

## 6- Evaluation Criteria

| Criterion 01 | Criterion 02 |
|---|---|
| Systemic Leadership | Personnel Management |
| **Criterion 03** | **Criterion 04** |
| Instructional Leadership | School Community |
| **Criterion 05** | **Criterion 06** |

American Cooperative School of Tunis
OPENING DOORS, HEARTS AND MINDS

| | |
|---|---|
| Maintaining Professionalism with a Growth Mindset | Athletics and Activities Supervision |

### 7- Working schedule

**Hours:** 7:30 am to 4:00 pm; with occasional evenings when required
**Days:** Monday – Friday; with occasional weekends when required

**If this role aligns with your background and interests, we would love to hear from you! Apply here: [Link] or send your application via** recruitment@acst.net **.**