

**Date:** April 6- 2022

## **URGENT VACANCY ANNOUNCEMENT**

**Position:** School Principal

**Overview:** This is a permanent administrative position responsible for all aspects of the management of the elementary school

### **Duties & responsibilities:**

- Assist facility in developing expertise of instructional materials/practices
- Evaluate staff in accordance with the Ministry of Education procedures
- Manage academic activities for students
- Prepare and present the plan of the elementary school for approvals
- Review and analyze quarterly student/ staff reports
- Provide guidance on student discipline and teachers, parents and students referrals
- Provide after school supervision including afternoon activities such as after school academic events or after school programs, (if required)
- Provide technology support, and staff development
- Coordinate new student enrollment with the registration office staff and teachers
- Meet with the management team and perform responsibilities as assigned
- Provide programs and activities, policies, and procedures within the structure framework
- Work with teachers and support staff to keep accurate attendance records
- Prepare main programs/ calendar and special event schedules
- Maintain appropriate parents' communication to foster positive relationships between home and school
- Develop and implement special programs for the Pantokrator community, such as workshops for parents, teachers and other community groups as needed
- Participate on recruitment and selection committees as needed
- Supervise, evaluate, and provide assistance to staff members
- Facilitate meetings between various groups effectively
- Other responsibilities as directed by the Immediate Supervisor/General Manager

### **Skills**

- Thorough knowledge of the principles, practices, and methods of instructional practices
- Strong work ethic and ability to work beyond the school day
- Ability to formulate, transmits, understand, and carry out complex tasks
- Effective communication skills in English
- Very good use of Microsoft office tools.
- Ability to establish and maintain effective working relationships with all staff members including administrators, teachers and support staff
- Ability to work cooperatively with all members of the school community to accomplish quality of education



## Qualifications

- Masters in Educational Leadership/ School Administration
- Minimum of 3 years in school administrative experience

**Date of vacancy announced:** April 6 - 2022

**Salary:** Negotiable

### Note:

- ✓ *Female applicants are highly encouraged*
- ✓ *Previous work experience in special need education area is an advantage.*
- ✓ *The Application should have: Application letter, CV and letter of reference/recommendation*

**Application area:** Drop your CV at the school or email your CV in the next 5 consecutive working days.

**Email:** [admissions.pia@gmail.com](mailto:admissions.pia@gmail.com)      **Phone:** +251 -941-71-92-28 or +251-923-24-44-43

**School location:** Yeka Abado