

TAIPEI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: Principal
SCALE: Administrator
CONTRACT: 12 Month
SUPERVISOR: Head of School
REVISION DATE: August 2022

JOB SUMMARY

The principal is the leader of his or her division. The principal is responsible for the planning and implementation of the division curriculum, the professional development of the division staff, the day-to-day operations of the division, and the welfare of the students and staff in his or her division. The principal communicates with his or her students, staff, and parents. The principal plays an important collaborative role in the school-wide decision-making process, as a member of both the Senior Leadership Team and the Educational Leadership Team.

DUTIES AND RESPONSIBILITIES

1. Assists in leading the school division for the successful implementation of the School's board-approved strategic / accreditation plan.
2. Leads the recruitment and is responsible for the development, assignment, supervision, and evaluation of the faculty in his or her division.
3. Prepares and oversees the division budget and assumes the responsibility for sound financial management, including accurate program budget planning and fiscal accountability.
4. Ensures the school's resources are identified and being used to serve students and faculty members to reach their full performance potential.
5. Communicates often with the division faculty in an effort to ensure collaboration at the division and school-wide level.
6. Plans and implements a program of two-way communication, which ensures that constituents are aware of developments within the division.
7. Oversees the development, implementation, and evaluation of the curriculum and assessment practices that are appropriate for the students served and consistent with the school's strategic plan. Ensures K-12 alignment by working collaboratively with two other divisional principals, Deputy Head of School, Dean of Teaching and Learning and the Director of Inclusion and Wellbeing.
8. Manages professional development for the personnel as needed in his/her division, working collaboratively with the Deputy Head of School and Dean of Teaching and Learning.
9. Identifies areas for individual growth, providing feedback and support to achieve this growth.

10. Possesses a willingness to be a mentor to faculty as well as encouraging their professional growth and career advancement.
11. Plans and implements a master schedule, which ensures that each student receives the benefit of the available programs.
12. Demonstrates role-model traits that enable others to recognize the principal as a leader of leaders which promotes a learning organization within the school division and across the School.
13. Manages and supports faculty by instilling a sense of common purpose, and works with faculty to achieve common goals for effective teaching, positive role-modeling, and student support of academic, social, and emotional development.
14. Communicates effectively with students, faculty, parents, colleagues, and in the community (i.e., verbal, nonverbal, and written communication.)
15. Seeks the involvement of faculty and parents in school activities, as needed.
16. Develops the leadership capacities of teachers.
17. Oversees the gathering of validating information that helps determine whether curriculum and instructional goals and student performance outcomes are being met within the school division and across the School.
18. Creates an efficient, productive, and caring community where students and faculty have the opportunity to be recognized for their best efforts.
19. Possesses a personal commitment to seek constant professional learning and growth.
20. Participates in school-sponsored events.
21. Is a willing and active participant in committee work and group program discussions.
22. Reviews and oversees all student admissions applications in accordance with policies established by the Board.
23. Establishes annual work objectives that are consistent with the school's strategic plan and accepted program direction.
24. Establishes and oversees procedures for the maintenance of accurate student records.
25. Plans, organizes and oversees the divisional Student Support Services and counseling program, which ensures that each student is receiving the support he or she needs.
26. Manages system for divisional child welfare and safeguarding reporting.
27. Oversees a college counseling program (Upper School) which ensures that students and parents have access to information and receive counseling aimed at making appropriate choices and that students are given the best opportunity for acceptance at the college of their choice.
28. Supports and upholds the TAS values to ensure that discipline is carried out in a constructive, fair, and equitable manner with student learning at its core.
29. Supports the development and implementation of division-level emergency procedures, which are coordinated with the school-wide procedures for dealing with emergencies.
30. Is available for meeting with students, parents, and employees.
31. Participates in communicating divisional programs to the school community through such activities as back-to-school nights, PTA meetings, and all Board meetings.
32. Seeks to improve his or her competency through participation in the School's professional growth programs and school's Professional Growth and Evaluation Process.
33. Performs other related duties as assigned by the Head of School.

QUALIFICATIONS

- 1) Demonstrated success as an upper school principal for a minimum of three years, with experience in independent schools and/or international schools
- 2) At least five years full time experience as a school administrator
- 3) Master's Degree or beyond
- 4) Valid teaching or administrative certification