

Elementary School Principal

EFFECTIVE DATE: ACADEMIC YEAR 2027-2028

The American Cooperative School of Tunis (ACST) is currently in search of a dedicated Elementary Principal to lead our vibrant learning community. This role requires a forward-thinking educator who can inspire and guide both students and faculty towards academic excellence and personal growth. At ACST, our elementary program emphasizes inquiry-based learning, creativity, and collaboration, providing students with a strong foundation for future success. We are seeking a principal who is committed to fostering a nurturing and inclusive environment where every child can thrive.
The ideal candidate will be a compassionate leader with a deep understanding of elementary education and a passion for inspiring young minds.

Join us in shaping the future of education at ACST!

OUR VISION

Opening Doors, Hearts and Minds

OUR MISSION

The American Cooperative School of Tunis will inspire a passion for learning, while endowing students with the expertise and confidence necessary to pursue dreams in and for a global society.



THE PLACE

Welcome to one of the finest educational institutions in Tunisia.

Each fall at the American Cooperative School of Tunis, as our school mission prescribes, we open our doors, hearts and minds to students and their families, and we are deeply committed to ensure that every day, each student receives the extraordinary care that is the hallmark of ACST.

ACST is a private, independent school governed by a nine-member Board of Governors elected by the members of the ACST Association. ACST is accredited by the Middle States Association of Schools and Colleges in the United States as well as the International Baccalaureate Organization. The IB Diploma Program is used in grades 11 and 12 to prepare our graduates for success in their continuing education.

Since our humble beginnings in 1959, our students have benefited from an American curriculum program that is designed to have all students participate in a rigorous academic program, as well as having opportunities to participate in a variety of extra-curricular activities. Students who attend ACST compete successfully with other students in the world. In addition, they exhibit strong characteristics in respect, integrity, grit, leadership, and demonstrate compassion for others. We are committed to ensuring that ACST students not only get an excellent education, but also a life changing experience!

STRATEGIC PLAN 2023 - 2027

Promote Sustainability at all levels

Environmental & Institutional Stewardship

Teaching & Learning	Ensure purposeful, high-quality, and visionary academic programs.
Learning Environment	Creating spaces to support innovation and collaboration.
Inclusion & Diversity	Create and maintain a safe and inclusive environment for all members of the community.
Student life, health and wellbeing	Supporting student learning, leading, and connecting opportunities beyond academic classes to enhance personal growth pathways.

CORE VALUES



RESPECT

REGARD FOR THE BELIEFS, RIGHTS AND PROPERTY OF OURSELVES AND OTHERS.



INTEGRITY

HONESTY, RELIABILITY AND RESPONSIBILITY.



GRIT

COURAGE, RESOLVE AND STRENGTH OF CHARACTER.



CURIOSITY

AN EAGERNESS AND INTEREST TO KNOW AND ENGAGE IN INQUIRY.



COMPASSION

KINDNESS, EMPATHY AND CARE TOWARDS OTHERS.

LEARNER COMPETENCIES



COLLABORATION

THE ABILITY TO UNDERSTAND OTHERS, BE EMPATHETIC, AND WORK TOGETHER TO ACHIEVE COMMON GOALS.



COMMUNICATION

THE ABILITY TO EFFECTIVELY CONVEY AND RECEIVE INFORMATION, SHARE IDEAS AND EXPRESS FEELINGS.



INITIATIVE

THE ABILITY TO BE RESOURCEFUL, RESPONSIBLE AND WILLING TO TAKE ACTION.



ADAPTABILITY

THE ABILITY TO REFLECT AND CHANGE IN ORDER TO LEARN AND GROW.

ACST filters decisions through our mission and vision. We model our core values for our students and aim to embed these values in all that we do. At ACST, we are committed to ongoing innovation, learning, and growth. Although we celebrate our successes, they are milestones in our journey to explore new opportunities and push boundaries in education.

THE PEOPLE

At the American Cooperative School of Tunis (ACST), our students embody curiosity, intelligence, respect, and a deep sense of belonging.
With a diverse community comprising over 440 students from more than 60 nationalities, ACST is a vibrant hub of global perspectives and cultural exchange.
Please check the School Profile for more details.





Our emphasis on having well-rounded students is another contributing factor why parents choose ACST. Our students are not only focused on academics, but also physical education, music, art, service learning, and health and wellness. We have a robust after-school activities program in which most of our students participate.

ACST students form a close-knit and supportive community, facilitating a smooth transition for new students. Through meaningful interactions in a welcoming and cross-cultural setting, students at ACST learn to appreciate the unique perspectives and backgrounds of their peers from around the world.



Initiatives such as cornerstone projects, student council and participation in events offer abundant opportunities for leadership development and personal growth among our students.
At ACST, we are dedicated to empowering students to become compassionate, globally-minded leaders who are equipped to make a positive impact in an interconnected world.



THE POSITION

ACST requires an instructional leader with expertise in best educational practices and a proven experience in strengthening and continually improving a learning community as per the following job goals:

- Oversee the daily management of the Elementary School and office with the policies and guidelines established by the School Superintendent.
- Ensure a productive learning environment through continual collaboration with teachers, students and parents.
- Ensure structures are in place for maximizing student growth and achievement.
- Enforce disciplinary policies and procedures with students and families.
- Effectively interact with various stakeholders to foster a positive relationship between the school and community.
- Align and adjust instructional practices that meet international standards and accreditation requirements.

RESPONSIBILITIES OF THE ELEMENTARY SCHOOL PRINCIPAL

Reporting directly to the School Superintendent, the Elementary School Principal will be responsible for the leadership, management and supervision of the Elementary School as per the the school vision and strategic plan.

In other terms, the responsibilities of the Elementary School Principal will be as follows (among others):

SYSTEMIC LEADERSHIP: Throughout modeling and promoting the ACST mission, vision and core values; upholding school policies and procedures; leading toward the School's strategic plan; fostering fairness and integrity; coordinating across departments; using data to inform school improvement; and ensuring effective systems, schedules, operations and communication.

PERSONNEL MANAGEMENT: Through an equity lens, ensuring that all staff are treated fairly and with respect; identifying staffing and resource needs; supporting recruitment and the induction of new staff; monitoring and evaluating personnel performance; and working collaboratively with supporting departments to address day-to-day needs and achieve Secondary School objectives.

INSTRUCTIONAL FOCUS: Throughout the creation of a school culture for learning, supporting instructional programs and student learning; using assessment and diagnostic data to inform instruction; supporting accreditation requirements; guiding academic and extracurricular programs, including Athletics and ASAs; and ensuring pathways for college preparedness, graduation and the IB Diploma Program.

SCHOOL COMMUNITY: Throughout a focus on students, families, staff and community members to understand their requirements, expectations and preferences; building strong, trusting relationships through clear and consistent communication; maintaining visibility and approachability within the school community; and responding to concerns and complaints in accordance with school policies.

WHAT ARE WE LOOKING FOR?

The candidate must have:

- 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.



Additional required skills:

- 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 concepts.
- Knowledge of major curriculum models.
- 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 ACST ethical guidelines.

COMPENSATION PACKAGE:

In addition to the memorable and unique professional journey, ACST offers a competitive compensation package including medical insurance, housing, round-trip airfare annually in addition to opportunities for professional development, retirement and other benefits.

The salary and benefits package will be commensurate with the qualifications and experience of the successful candidate placed on the administrative salary scale.

APPLICATION PROCESS:

Candidates interested in this position may send their application materials to recruitement@acst.net, with "ES Principal" in the subject line.

They are required to include in their application the following:

- An up-to-date resume
- A cover letter explaining your strengths as a candidate and your motives for applying to this position
- Statement of Educational Philosophy and Leadership
- Full contact information for at least three recent references, including names, positions, and current email addresses in addition to the current Head of School at your present school

Applications will be open until November 13, 2026 and all applications will be acknowledged from the HR Department.

Shortlisted candidates will be contacted later.

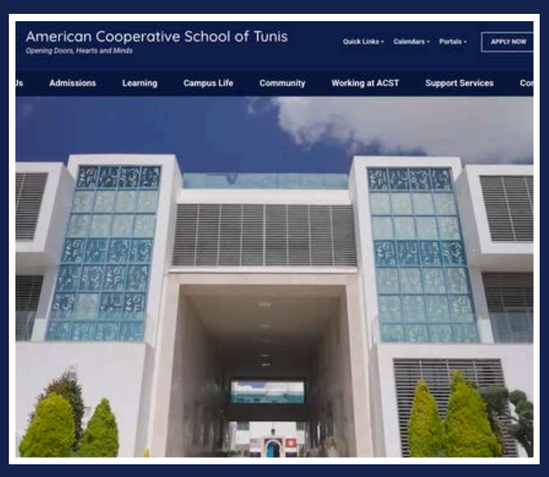
The submission of your application is an acknowledgement that the school may contact references, both listed and not listed, who would know your professional background.

CHILD PROTECTION STATEMENT:

This position requires you to be around children your whole shift, or at least most of it, so an affection for children is important.

Aligned with the recommendations of the International Taskforce on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. A full background check will need to be completed before appointment.

Useful Links



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