

POSITION OVERVIEW

Middle School Principal

The Middle School Principal is the instructional and operational leader of the Middle School Division at the American United School of Kuwait (AUS). Reporting to the Head of School, the Principal provides strategic leadership to foster a dynamic, inclusive, and supportive learning environment that meets the academic, social, and emotional needs of adolescents. The Principal ensures that all programs and practices align with AUS's mission, vision, and guiding principles while maintaining compliance with local and international standards.

START DATE August 2027

ESSENTIAL DUTIES & RESPONSIBILITIES

Visionary Leadership and School Culture

- Promotes and upholds the school's mission, vision, and guiding principles in all aspects of middle school life
- Cultivates a positive, inclusive, and respectful school culture that supports student engagement and identity development
- Leads the development and implementation of the Middle School Action Plan aligned with the AUS Strategic Plan
- Fosters a safe, supportive, and developmentally responsive environment for all students

TECHNOLOGY AND INNOVATION

Future Ready Learners

Empowering students with the skills, tools and mindset to thrive in a changing world.

EXPLORE
CREATE
COLLABORATE
SOLVE
BELONG

IDEAS
TODAY
BRIGHTER
TOMORROWS

DIGITAL LITERACY

CREATIVE THINKING

COLLABORATION

REAL-WORLD SKILLS

A BETTER CHOICE
FOR BRIGHTER FUTURES

LEADERSHIP SCOPE

Essential Duties & Responsibilities

Academic and Instructional Leadership

- Oversees curriculum implementation, alignment, and review to ensure high-quality teaching and learning
- Promotes project based, interdisciplinary, and differentiated instruction appropriate for middle grades learners
- Uses assessment data to monitor student progress and guide instructional improvement
- Ensures alignment with Kuwait Ministry of Education requirements and international accreditation standards
- Encourages integration of technology to enhance learning and support digital well-being

Faculty Supervision and Staff Development

- Recruits, supervises, evaluates, and supports the professional growth of middle school faculty and staff
- Conducts classroom observations, evaluations, and professional goal-setting processes
- Builds leadership capacity among grade-level leaders, department heads, and instructional teams
- Develops and implements targeted professional development aligned with school goals

Student Support, Achievement, and Well-Being

- Monitors student academic progress, attendance, and overall development
- Oversees the implementation of student support services, including counseling, learning support, and ELL programs
- Promotes social-emotional learning (SEL) and developmentally appropriate student support practices
- Ensures fair and consistent implementation of the student code of conduct and restorative approaches

Operations and Program Management

- Manages the middle school budget, resources, and operational planning
- Oversees scheduling, transitions, and daily school operations
- Coordinates school events, extracurricular activities, and student programs
- Ensures implementation of safety procedures, emergency protocols, and supervision systems
- Oversees the development and publication of the Middle School Parent/Student Handbooks

LEADERSHIP SCOPE

Communication and Community Engagement

- Maintains open, transparent, and effective communication with students, staff, and families
- Builds strong partnerships with parents to support student success and wellbeing
- Represents the school in meetings, events, and community engagement initiatives
- Addresses student and parent concerns with professionalism, empathy, and consistency

Collaboration and Leadership Team Contribution

- Collaborates with AUS leadership to ensure alignment across all divisions
- Serves as an active member of the AUS Educational Leadership Team and contributes to school-wide initiatives
- Works closely with the Head of School on strategic planning and school improvement efforts



Curiosity Creates Opportunities



CANDIDATE PROFILE

Qualifications & Personal Attributes

EDUCATIONAL QUALIFICATION & WORK EXPERIENCE

- Master's degree in Educational Leadership, Administration, or a related field from an accredited institution
- Valid school administrator/principal certification
- Minimum of 5 years of experience in an educational leadership role
- Previous principal or assistant principal experience preferred
- Experience implementing or supporting standards-based curriculum, instruction, grading, and reporting

KEY COMPETENCIES

- Strong instructional leadership with deep understanding of adolescent development
- Knowledge of curriculum design, assessment, and best practices for middle grades education
- Ability to foster an inclusive, engaging, and student-centered learning environment
- Strong interpersonal and communication skills to build trust and collaboration
- Expertise in faculty supervision, coaching, and professional development
- Commitment to equity and cultural responsiveness
- Strategic thinking, problem-solving, and organizational skills
- Proficiency in educational technology and data-informed decision-making
- Experience developing, implementing and monitoring systems and policies which support the effective operation of the Middle School
- Ability to manage multiple priorities and lead effectively in a dynamic school environment



EXPLORE AUS

Learn More

Click on the links below to learn more about American United School.

[School Website](#) [School Tours](#)

APPLICATION PROCESS

In the interest of identifying the best candidates for this position, The American United School of Kuwait (AUS) has selected Search Associates to assist in this process with Mr. Jeremy Lewis serving as the Search Consultant.

Please note, the consultant will not recommend candidates for further consideration by the school if the candidate is under contract or otherwise encumbered in such a way that would preclude them from freely entering a new employment contract and being available for the start date stipulated by the hiring organization.

The Search consultant will contact the current employer / supervisor to request completion of a Search Associates Confidential Leadership Reference Form for all applicants who emerge in the search as a semi-finalist.

THE DEADLINE FOR APPLICATIONS IS OCTOBER 23rd, 2026

Candidates are asked to submit a letter of interest and the requested materials listed below as early as possible as the AUS Search Committee reserves the right to close the selection process at any time if the right candidate is found.

Semi-finalist candidates will be identified by Search Associates and their dossiers forwarded to the AUS Search Committee for review. Online interviews will be arranged, before and after the application deadline.

Finalists will be invited to visit the campus (Mid November, 2026) with the intention of completing the Middle School Principal placement by December, 2026

The Middle Principal will commence his/her duties at AUS in August, 2027.

To Apply

Candidates should send the information listed below as a **SINGLE PDF FILE OF 5 MB OR LESS IN SIZE** attached to an email by October 23rd, 2026.

- A letter of application, explaining the strengths as a candidate and why the applicant is interested in the Middle School Principal position at AUS
- A one-to-two-page statement of educational philosophy
- A current résumé not to exceed two pages addressing the preferred qualifications
- A one-page list of at least four references with relationship to you noted alongside each name, phone numbers, and e-mail addresses. At least three of the four referees must have directly supervised the applicant, and one referee must be a current supervisor. The remaining referee may be a peer or educator that the applicant has supervised.
- A maximum of three letters of reference (scanned at low resolution) that may already be in your possession is not a requirement but may be included in the application

Applications should be sent to Mr. Jeremy Lewis:

jlewis@searchassociates.com

Thank you for your interest in joining the AUS community.

