Colegio
Franklin Delano Roosevelt
The American School of Lima

High School Associate Principal Job Description

General Information	
Job Title	High School Associate Principal
Reports to	High School Principal
Position Start Date	February 2027 or July 2027

Overall Purpose of the Position

The High School Associate Principal is an educational leader who works collaboratively with the high school leadership team to assist the Principal in driving a unified focus on student learning. Achieving this requires both visionary leadership and exemplary management skills to support faculty development, implement a guaranteed and viable curriculum, and maintain effective communication across all school constituents. In this role, the Associate Principal fosters both the social well-being and measurable academic growth of all students. To strengthen and expand overall support for students, teachers, and parents, the Associate Principal also carries key administrative responsibilities, which include guiding student academic progress as well as supporting teaching and learning through targeted professional development and instructional coaching.

As a member of a school-wide instructional leadership team, the Associate Principal is jointly responsible for the systematic development and implementation of programs that fulfill the mission of Colegio Franklin D Roosevelt. This mission is to "empower our students to pursue their passion for learning, lead lives of integrity, and create socially responsible solutions".

Click here for the Profile of a Condor Teacher

Desired Impacts = FDR Mission, Core Values, and Learning @ FDR

Mission

Our mission is to **empower** our students to **pursue** their **passion for learning**, **lead lives of integrity** and **create socially responsible solutions**.

Core Values

- Embracing **diversity** sustains and enriches life.
- **Service** develops the individual and builds community.
- **Experience** is the most profound source of learning.
- Each person has the potential to **contribute**.
- Individual **integrity** is fundamental to a healthy community.
- **Choice** empowers.
- Survival of humanity depends on the health of the **environment**.

Learning @ FDR

Learning @ FDR embodies our Mission, engenders our Core Values, and is realized through our Learning Principles.

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The learning experience is connected through our transdisciplinary skills and guided by standards that develop the understanding, knowledge, skills and dispositions necessary for all Condors to flourish and thrive.

Learning Principles

- Students **learn** best when they can **apply** or **connect** their learning.
- **Learning** happens for individuals in **different ways** and at **different times**.
- Learning occurs best when **students** get clear, timely **feedback** as well as **opportunities** to apply that feedback
- Learning is enriched by multiple **opportunities to practice** in a **supportive environment**.
- Emotional well-being influences **educational performance, learning, and development.**
- Learning includes **active creation, integration, and application**, not just passive consumption.
- **Effective classroom** management is based on setting and communicating **high expectations**, **nurturing** positive relationships, and **providing** a high level of student support.
- **Learning** happens best in an atmosphere of **high expectations**.

Key Responsibilities of the Position:

The Above Will be Achieved By:

The High School Associate Principal is a key educational leader who works in partnership with the high school leadership team to support the Principal in leading a collaborative focus on student learning. The role requires visionary leadership and exemplary management skills to develop faculty, implement a guaranteed and viable curriculum, and provide effective communication to all school constituents. This position also requires a commitment to the mission of Colegio F.D. Roosevelt to "empower our students to pursue their passion for learning, lead lives of integrity, and create socially responsible solutions".

Instructional Leadership and Learning

- **Leading the Learning:** As directed by the High School Principal, provide leadership in teaching and learning by improving student outcomes, fostering professional growth, and ensuring consistent learning experiences for all students.
- **Strategic Initiatives:** Provide leadership in implementing major school-wide projects and educational programs.
- **Support Coherent and Consistent Learning:** Ensure commonalities in content, skills, dispositions, and expectations across grade levels to provide coherent, vertically-aligned and consistent learning experiences for students.
- **Lead Department Collaboration and Articulation:** Facilitate and lead collaborative planning and professional dialogue within and across departments to foster a culture of continuous improvement.
- **Faculty Development:** Provide direct supervision, observation, coaching, and evaluation of assigned faculty.
- **Curriculum & Assessment:** Contribute to curriculum development, review assessment results, and ensure that curricular goals and student outcomes are met across all grade levels and academic pathways.

Curriculum & Technology

- Oversee the continued development of digital citizenship, instructional technology and its role in 21st-century learning.

- Leverage FDR curricular information and its availability to maximize impact on student learning.

School Management and Operations

- **School Climate and Student Life:**
  - Safeguard and promote the well-being of students and staff, and create an efficient, caring school atmosphere.
  - Oversee student discipline and support students' behavior using restorative practices.
  - Act as a liaison for the Student Support Team (SST)
  - Support management of student clubs, activities, field trips, events, and school-wide projects.
- **Communication & Administration:**
  - Serve as the primary point of contact for students, parents, and teachers for specific grade levels, fostering effective communication and relationships.
  - Communicate clearly and effectively with the community about program goals, procedures, and school-wide information through channels like the *Condor Current*, handbooks, HS briefing, etc.
  - Assume responsibility for the logistics of assigned administrative tasks and work collaboratively with the High School Leadership Team.
- **Human Resources & Professional Development:**
  - Lead and directly supervise faculty and staff.
  - Actively participate in the hiring of diverse, quality educators and provide professional development opportunities for faculty.
  - Mentor faculty and encourage their professional growth and career advancement.
  - Oversee goal-setting processes to support the work of faculty

Experience, Skills & Dispositions Required for the Position:

- **Qualifications**
  - Master's of Education in Educational Leadership, Educational Administration, and/or Curriculum.
  - Teaching or Administrative Certification.
  - At least five years of successful teaching experience.
  - Proven record of effective leadership as a principal, deputy principal, or in a formal teacher leadership role.
  - Experience leading major school-wide projects from conception to completion.
  - Demonstrated knowledge of the structure and philosophy of an effective international high school, including experience with American and International Baccalaureate curriculum, standards, and pedagogy preferred.
  - Experience coordinating the International Baccalaureate Diploma Programme (IBDP) and/or other curricular and graduation pathway programs preferred
- **Desired Skills and Attributes**
  - **Leadership**
    - Ability to motivate and collaborate with other administrators, teachers, and leadership team members.
    - Demonstrated ability to independently manage projects and tasks efficiently.
    - Results-oriented, with a proven track record of using data to inform and improve student learning and school programs.
    - Experience implementing and supporting culturally responsive pedagogy and leadership anchored in high academic standards.

- Experience with multiple high school graduation pathways.

- **Interpersonal & Communication**
  - Excellent interpersonal, facilitation, and communication skills.
  - Ability to communicate and collaborate effectively with all school constituents, including parents, students, and faculty.
  - A positive, professional, and collaborative disposition.

- **Technical & Foundational Knowledge**
  - Knowledge and understanding of research-proven pedagogical practices, including Professional Learning Communities, Culturally Responsive Pedagogy, Multi-tiered Systems of Support, Understanding By Design, and standards-based assessment/grading.
  - Confident technology skills for teaching and administrative tasks, including the use of school management systems such as PowerSchool, and Google Suites.
  - A strong work ethic, including a willingness to contribute to the continual improvement of the school.

Note:

Start Date: February or July 2027