

Position Name	Primary Principal
Department	Senior Leadership of the school
Supervisor	Director

Position Description

- The primary principal is the educational leader of the primary school and is responsible for its day-to-day operation and directs the activities of the primary instructional staff in the performance of their duties
- The primary principal is the chief articulator of the primary school programs, expectations, behavioural guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles
- The primary principal is at all times expected to support the mission, goals and objectives of Bishop Mackenzie International School (BMIS)

General Responsibilities

Work with the director on the articulation of the school mission, school goals, department goals, course objectives, materials, methods and means of assessment.

Programme Coordination

- Support the IBPYP Coordinator in programme review, evaluation and development ensuring conformity with IB Standards and Practices
- Monitor the academic, emotional and social progress of students
- Be responsible for establishing guidelines for proper student conduct and dress; maintain student discipline consistent with school policies in consultation with the director (as required)
- Take responsibility for the planning and the presentation of school assemblies and programs
- Assist in maintaining a comprehensive calendar of school events and keep the primary school community informed of various school programs and activities
- Assist the registrar for the testing, interviewing, and evaluating of applicants for enrolment
- Have a visible presence in all areas of the school; work towards a resolution of all problems - both routine and unique - as they arise
- Keep the director informed of the primary programs, activities, and challenges
- Take co-responsibility for PYP-MYP transition

Leadership Responsibilities

- Observe, supervise, and evaluate the faculty in the implementation of curriculum and the teaching and learning process
- Allocate teachers to teaching assignments in the primary school in conjunction with the director
- Supervise resources and resource development
- Take responsibility for the orientation of new teachers, the professional development of all teachers, and ensure that faculty are familiar with and adhere to school policies in all areas of school operations
- Conduct regular meetings with faculty which will deal both with routine school matters and on issues of educational and philosophical interest and concern
- Liaise with student support services
- Assist the director in the hiring, recruitment, development and evaluation of faculty

- Coordinate with the director to optimize space usage and participate in setting priorities for the primary physical campus development
- Supervise physical buildings to the extent of making maintenance requests for upkeep
- Supervise budgets related to the academic aspects of the primary school, including library and textbooks, and work with the director with budget preparation using a zero based budget approach

Community Responsibilities

- Take oversight of parent and community workshops for programme and other information
- Set up student/parent/teacher conferences and student led conferences
- In coordination with communications officer, communicate regularly with parents and supporters using social media
- Attend school and community functions when needed
- Serve as an ex-officio member of the school board and prepare reports for each meeting
- Serve as the public face of the school and IB programmes

Other

- Perform other duties as assigned by the director

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