

Updated 10 Sept. 2026



I. General information

Position	MS Principal
Department:	Learning & Teaching
Section:	Middle School
Supervisor/Supervisor:	School Director/Deputy Director

II. Job Purpose

The Middle School Principal serves as the instructional, cultural, and organizational leader of the Middle School and is responsible for creating the conditions in which students and adults thrive.

Working collaboratively with the School Director, Deputy Director, fellow principals, faculty, staff, students, and families, the Principal provides leadership for a high-quality, student-centered educational program that supports the academic, social, emotional, and developmental needs of adolescent learners.

The Principal leads the implementation of the school's mission, vision, strategic priorities, policies, and educational philosophy within the Middle School while contributing actively to the coherence and continuous improvement of the school-wide K4–12 program.

The Principal is responsible for the overall leadership and effective operation of the Middle School, including teaching and learning, student experience and well-being, faculty growth and evaluation, school culture, family engagement, staffing, scheduling, budgeting, and divisional operations.

III. Requirements

Education:	• Master's degree in educational leadership, administration, curriculum and instruction, or a related field. • Appropriate administrative or leadership certification/credential preferred.
Experience:	• Successful teaching experience, preferably at the middle school level. • Significant school leadership experience with increasing levels of responsibility. • Demonstrated experience supervising, coaching, developing, and evaluating educators. • Experience leading curriculum, instruction, assessment, and school improvement initiatives.

- Experience working with adolescent learners and a strong understanding of their academic, social, emotional, and developmental needs.
- Experience working within a diverse, multicultural school community.
- Experience in an American, international, or similarly rigorous educational environment strongly preferred.
- International-school leadership experience, particularly in Latin America, preferred.
- Knowledge of MTSS systems to include UDL and Tier II interventions.
- Able to lead inclusive systems to include mild, moderate and intensive behavior interventions.
- Experience with evidence based practices grounded in the science of learning.

Competencies:

The successful Middle School Principal demonstrates:

- **Instructional Leadership:** Deep knowledge of effective teaching, learning, curriculum, assessment, differentiation, and evidence-informed instructional practices.
- **Adolescent Learning & Development:** Strong understanding of early adolescence and the academic, social-emotional, behavioral, and developmental needs of students in Grades 6–8.
- **People Development:** Ability to develop individual and collective capacity through coaching, feedback, professional learning, supervision, and performance management.
- **Culture & Climate Leadership:** Ability to build a safe, inclusive, joyful, respectful, and academically ambitious learning environment characterized by belonging and high expectations.
- **Student-Centered Leadership:** Commitment to making decisions based upon the learning, well-being, safety, dignity, and long-term development of students.
- **Strategic & Systems Thinking:** Ability to translate school-wide priorities into coherent divisional goals, systems, structures, and measurable outcomes.
- **Data-Informed Decision Making:** Ability to analyze multiple sources of quantitative and qualitative evidence to identify needs, monitor progress, evaluate programs, and improve student outcomes.
- **Collaborative Leadership:** Ability to build effective teams, distribute leadership, navigate disagreement productively, and contribute to K4–12 organizational coherence.
- **Intercultural Competence:** Ability to lead effectively and respectfully within a diverse international community and communicate across cultural and linguistic differences.
- **Communication & Community Engagement:** Exceptional written, verbal, interpersonal, and listening skills with students, employees, families, and community members.

- **Change Leadership:** Ability to lead improvement initiatives, establish clarity and commitment, support implementation, and sustain meaningful organizational change.
- **Ethical & Professional Leadership:** Demonstrates integrity, sound judgment, confidentiality, fairness, accountability, and alignment with the school's mission and values.
- **Organizational Leadership:** Strong skills in planning, prioritization, budgeting, scheduling, resource allocation, and operational management.
- **Digital & AI Literacy:** Ability to use contemporary technologies, data systems, and emerging tools responsibly to support teaching, learning, communication, productivity, and organizational effectiveness.

Language:

- C2-level English proficiency.
- Minimum B2-level Spanish proficiency or demonstrated commitment and capacity to achieve functional professional proficiency.

IV. Responsibilities

1. Teaching, Learning & Academic Leadership

- Provide visible and consistent leadership for high-quality teaching and learning throughout the Middle School.
- Ensure curriculum, instruction, assessment, and reporting practices are aligned with school-wide expectations and strategic priorities.
- Maintain a regular presence in classrooms and learning spaces to understand instructional practice and student experience.
- Use student learning evidence, assessment results, observational data, and other indicators to identify strengths, needs, and priorities for improvement.
- Lead collaborative inquiry into student learning and support faculty in responding effectively to evidence of student progress.
- Promote instructional practices that appropriately challenge, engage, and support adolescent learners.
- Work collaboratively with academic leaders and fellow principals to strengthen K4–12 curricular and instructional coherence.

2. Faculty Leadership, Growth & Accountability

- Recruit, select, orient, develop, supervise, and retain highly effective faculty and staff in collaboration with school leadership and Human Resources.
- Establish clear expectations for professional practice, collaboration, student learning, and contribution to the school community.
- Provide frequent, actionable, evidence-based feedback to teachers through observation, coaching, evaluation, and professional dialogue.
- Implement faculty evaluation processes consistently, fairly, and in alignment with school-wide director and Human Resources when appropriate.

3. Student Experience, Well-Being & Safeguarding

- Create a Middle School environment in which students experience belonging, challenge, agency, connection, and

appropriate independence.

- Maintain high expectations for student conduct while promoting restorative, developmental, and educational approaches to behavior.
- Ensure consistent implementation of student behavior, attendance, academic integrity, and safeguarding policies.
- Collaborate with counselors, learning support specialists, health personnel, teachers, and families to respond to students requiring additional academic, behavioral, social-emotional, or health support.
- Ensure appropriate systems are in place to identify, monitor, and support students across the learning continuum.
- Promote meaningful student voice, leadership, service, extracurricular involvement, and community engagement.
- Ensure student safety and well-being remain central to divisional decision-making and operations.

4. Culture, Community & Family Partnership

- Build and sustain a positive Middle School culture characterized by trust, belonging, inclusion, respect, collaboration, and high expectations.
- Be highly visible, accessible, and engaged with students, faculty, staff, and families throughout the school day and at significant school events.
- Develop strong relationships with students and ensure that student perspectives inform appropriate aspects of school improvement and decision-making.
- Establish regular, proactive, transparent, and responsive communication with families.
- Partner with families in supporting student learning, development, behavior, and well-being.
- Navigate difficult conversations and conflict constructively while maintaining relationships, professional standards, and organizational integrity.

5. Strategic & School-Wide Leadership

- Serve as an active member of the school's educational and organizational leadership teams.
- Translate the school's mission, strategic plan, and improvement priorities into actionable Middle School goals.
- Establish measurable divisional priorities and regularly evaluate progress toward those priorities.
- Participate actively in school improvement, accreditation, strategic planning, and institutional evaluation processes.
- Collaborate closely with fellow principals and school leaders to promote consistency and coherence across divisions.
- Contribute to decisions and initiatives that advance the interests of the **whole school**, not solely the Middle School.
- Model organizational alignment and support collective leadership decisions.

6. Operations & Resource Management

- Develop and manage the Middle School budget in alignment with strategic and educational priorities.
- Ensure responsible stewardship and equitable allocation of financial, human, physical, and instructional resources.
- Lead the development of the Middle School master schedule, staffing assignments, supervision structures, and other operational systems.
- Ensure effective implementation of school policies, procedures, emergency protocols, and safety expectations.
- Collaborate with Operations, Human Resources, Admissions, Technology, Finance, and other departments to ensure effective divisional operations.
- Ensure accurate and effective use of student information, learning management, assessment, and other institutional data systems.

7. Continuous Improvement & Innovation

- Foster a culture of reflection, inquiry, learning, experimentation, and continuous improvement.
- Stay current with research and emerging practices related to adolescent development, teaching and learning, educational leadership, technology, and international education.
- Evaluate existing programs and practices based upon evidence of impact rather than tradition alone.
- Lead change thoughtfully, establishing clear rationale, stakeholder understanding, implementation expectations, and mechanisms for monitoring impact.
- Encourage responsible innovation while maintaining coherence with school priorities and evidence-informed educational practice.