



# We Are Hiring!

ProEducation is seeking an experienced **Head of Highschool** to start in July 25<sup>th</sup> 2021.

The minimal standards for application:

- Five years of teaching experience
- Demonstrated ability to lead professional staff in activities
- Demonstrating of senior management of curriculum management.
- Previous experience in a leadership position with minimum 4 year's experience

*Do you feel you meet the criteria for this exciting opportunity? If so, please send your resume to*

*[hr@proed.asia](mailto:hr@proed.asia) and CC [lanareece@proed.asia](mailto:lanareece@proed.asia)*

## **Job Goal:**

1. To provide leadership in the development of curriculum and to assist the Principal in implementing the instructional program.
2. To supervise, coordinate, train, and evaluate staff and implement sound teaching practices within an assigned department of the instructional program.
3. To insure that the instructional program implemented is consistent with the goals of the school curriculum framework, and the policies of the ProEducation School.
4. To supervise classroom instructors as they relate to their area of discipline.
5. To motivate, encourage and build a positive team environment
6. To provide a High School atmosphere where children are encouraged to try their best and are valued members of the community.
7. To manage a team with clear expectations and goals.

## **Responsibilities:**

### **Supervision and Administration**

1. Advise the principal concerning the needs and problems of his/her area of responsibility in a timely and constructive fashion.
2. Assist in the recruitment, screening, hiring, and assigning of department personnel.
3. Conduct departmental meetings and attend relevant school, district, and professional meetings as necessary.
4. Evaluate teacher performance and submit written evaluation reports with recommendations to the principal regarding departmental personnel.
5. Evaluate staff members performance in a constructive unified approach building inexperienced staff members
6. Make classroom visits to departmental personnel and provide follow-up consultation and training as required.
7. Assist the Superintendent, when requested, in arranging presentations to inform the School Committee of the instructional program.
8. Collect and review on a continuous basis the lesson plan books for all teachers in his/her department.
9. Assist the Principal in interpreting grading policies, promotional policies, and the instructional program to parents and the community (e.g. open house) and help to answer potential inquiries about instruction.
10. Assist the Principal in the development of the master schedule as it relates to departmental teaching assignments and room utilization
11. Review all mid-term and final exam assessments and make adjustment
12. Review all annual goals of the department and revise as needed.
13. Collect all unit plans and check for completion of items.

14. Submit a monthly report to the Principal.
15. Deliver parent nights to provide transparent information to parents.
16. Write annual goal(s) for department to be reviewed at the end of the year.

### **Curriculum and Instruction**

1. Provide daily instruction within area of certification
2. Establish curriculum objectives consistent with the approved goals of the school district and develop a plan for the implementation and evaluation of the achievement of these objectives (e.g. Program of Studies, final exam).
3. Assist and supervise teachers in the handling of day to day concerns of instruction and act as a resource person for teachers regarding curriculum and instructional issues
4. Routinely meet with other department heads to promote interdisciplinary programs (e.g. Department Head meetings).
5. Implement an ongoing program of curriculum development and evaluation.
6. Work together with the SENCO and instruct them on how to manage the SEN students and differentiation procedures required.

### **Budget**

1. Assume responsibility for ordering, inventory, and distribution of all departmental instructional materials and equipment. Keep an accurate record of all books, equipment, and other departmental materials and file an inventory with the Principal annually (as requested).
2. Prepare an annual budget for his/her area of responsibility consistent with the priorities/assumptions/constraints approved by the School Committee and the guidelines of the Superintendent.
3. Monitor all expenditures associated with assigned area(s) of responsibility.

### **Professional Development**

1. Provide orientation and in-service training for department personnel on a continuous basis. Assistance with in-service training activities will be provided by the school administration.
2. Keep informed and inform staff concerning educational innovations and trends as they relate to department programs and concerns.

### **Community**

1. Submits to the Principal for school-wide and public dissemination information concerning department activities and/or particularly table accomplishments by staff and/or students.
2. Identify available community resources to enrich program offerings and share with appropriate staff.
3. Plan and deliver a HS school camp one a year considering students SEN needs.

**Other**

1. Perform other related duties as so directed by the building Principal.
2. Department Heads will work based on the school calendar even though it may change.
3. Additional overtime may be required.
4. This is a two-year position.