



## JOB DESCRIPTION: ELEMENTARY SCHOOL PRINCIPAL

**Campus:** Johannesburg Campus  
**Supervision:** School Director

AISJ is seeking an exceptional educational leader for its elementary program on the Johannesburg campus beginning July 2019.

The AISJ community is seeking applications from individuals motivated to advance best practices and foster teaching excellence. The Elementary Principal needs to be able to serve a diverse and transient community, honoring our social context of South Africa. It is essential that this individual can manage the changes and challenges inherent in delivering a high quality educational program against a backdrop of flattening enrollment. In addition, as a member of the Leadership Team, the Elementary Principal will be a key driver in implementation of the school's ambitious and innovative strategic vision.

A detailed position overview including qualifications, attributes and job responsibilities is included at the end of this document.

### School Description

The American International School of Johannesburg (AISJ) is a Pre-Kindergarten through Grade 12 co-educational school founded in 1982. It offers a standards-based curriculum which develops the understanding, knowledge and skills base for all students to be successful. AISJ strives to offer a diverse and balanced program across the Four Pillars of Academics, Athletics, the Arts, and Service. The school is fully accredited by the Middle States Association of Colleges and Secondary Schools in the United States and authorized by the International Baccalaureate Organization (IBO). It is also a member of the Association of International Schools in Africa ([AISA](#)), Association for the Advancement of International Education ([AAIE](#)), and the Collaborative for Innovative Education ([CIE](#)).

The school comprises two campuses. The original school is in Johannesburg and is a campus serving Pre-K through grade 12. An additional campus is in Pretoria and serves Pre-K through grade 8; the Pretoria Campus works closely with the Johannesburg Elementary and Middle Schools while retaining its own intimate atmosphere.

AISJ offers an American/international curriculum which is strongly inquiry and conceptually driven, leading to an IB Diploma Program and an American High School Diploma Program on the Johannesburg Campus. A highly-committed staff of local and international teachers, administrators, and support staff make the school a warm and welcoming environment for students and parents alike. The Elementary School currently has a faculty of 46 resulting in a staff/student ratio of less than 1:7; this includes a Principal, full-time Assistant Principal, and a full-time Counselor.

With students from over 109 countries and no single nationality forming a majority, the school is truly diverse in culture, background and perspectives. The school has a long history of community service and its service-learning program is integrated into the curriculum across all grades and is a graduation requirement.

### History

AISJ was founded in 1982 to serve the needs of the expatriate community in Johannesburg. In 1984, it settled in the current Johannesburg location in the northern suburbs set on almost 80 acres of undulating grounds overlooking greater Johannesburg. In August 2002, AISJ opened the Pretoria Campus to accommodate an increasing expatriate population in the northern city which is the diplomatic capital of South Africa.



### **Location**

Johannesburg is a vibrant cosmopolitan metropolis full of energy and diversity. It is very much the business and corporate capital of southern Africa with its well-developed infrastructure. It is known for its outdoor lifestyle and temperate climate. A short drive away lies the historic Cradle of Humankind. AISJ is near game parks and many expansive recreational areas.

The Johannesburg Campus of 80 acres is based in a beautiful semi-rural setting midway between the ancient Magaliesberg hills to the north, and the towers of Sandton to the south. The campus is notable for its indigenous trees and flowers, world-class theater and athletic facilities, spacious walkways, courtyards and architecture. A short drive away lie both affluent suburbs and the sprawling township of Diepsloot, making the country's disparity between rich and poor immediately apparent.

[Click here](#) to take a virtual tour of the Johannesburg and Pretoria Campus.

### **Student Body**

Current enrollment on both campuses is 1125 students. The Elementary School currently enrolls 337 Pre-K through grade 5 students.

### **Teaching and Learning at AISJ**

The divisional principal is responsible for teaching and learning within their division with the support of a teaching and learning team. A Director of Teaching and Learning and two instructional coaches staff the Center for Teaching and Learning along with the Director of Technology, and PreK-12 Service Learning Coordinator. Technology Integration Coaches operate in each division. AISJ's dedicated Center for Teaching and Learning is the professional development hub for educators in Africa.

An extensive Teaching and Learning action plan was developed in 2011-12 along with the implementation of new teacher standards with accompanying rubrics. Focus is on curriculum planning using backwards design and incorporating differentiation to meet the needs of diverse learners, as well as integration across the curriculum. As part of the work the school developed its own professional teaching rubrics which were extensively revised 2017-18 considering the new strategic plan.

[Click here](#) to view the Teaching and Learning Portal.

### **Facilities Development**

Facilities have been extensively expanded and upgraded based on Master Facilities Plans for both campuses. On the Johannesburg campus, a five-year building plan has been completed, which includes extensive Elementary and Middle School classroom developments, a new aquatics center, dining commons and plaza,

additional arts facilities, MS/HS Arts complex, 550 seat theater, a new HS wing, an additional double gymnasium and accompanying dance studio and workout room, a separate Middle School complex has also been completed together with a golf facility.

### **Strategic Direction**

The school's strategic direction was solidified during the 2015-16 academic year through an extensive community process. The work resulted in the development of Leading School Indicators and an innovative learning-centered Strategic Plan. During the process, the school's vision was reaffirmed and the mission statement and core values were reviewed and modified:

Vision - Together we dare to imagine, inspire to succeed, and courageously make a difference.

Mission Statement - Inspired Learners: Connected, Creative and Courageous.

#### Core Values

- Honesty, integrity, and accountability are fundamental
- Personalized, differentiated, authentic, and inspired teaching and learning are essential for achievement and growth
- A culture of continuous improvement is critical to success
- Diversity and inclusion encourage open-mindedness and empathy
- Learning is cognitive, creative, active, and purposeful
- Creativity, adaptability, curiosity, and inquiry equip us to thrive in a changing world
- Strong community is built through participation, communication, collaboration, and mutual respect
- Contributing positively to society is our responsibility

Work on the Strategic Plan began in August 2016 and is slated to be accomplished by 2020. Three Strategic Goals were set, as well as a set of specific objectives and measures to provide a definitive work agenda for each Strategic Goal.

#### Strategic Goals:

1. **Conceptual:** To develop conceptual thinkers by providing meaningful opportunities for learners to apply acquired knowledge, skills and understandings to different contexts.
2. **Connected:** To develop interconnected learners who have the skills, understanding and desire to collaborate and actively engage with the world.
3. **Personalized:** To develop engaged and motivated learners by supporting them in ways that are relevant to their life, interests, and ambitions.

[Click here](#) to view the Strategic Plan.

In addition, AISJ developed six Leading School Indicators to serve as ongoing benchmarks and standards the school is committed to monitoring and maintaining as a leading international school. Sub-indicators and measures were developed and are reported on annually.

#### Leading School Indicators:

1. AISJ considers student learning to be the highest priority.
2. AISJ attracts, develops, and retains excellent teachers and leaders.
3. AISJ offers a balanced, well rounded program.
4. AISJ students achieve strong academic results.
5. AISJ values a diverse and inclusive community with its ethos and actions.
6. AISJ has the resources and finances to support and grow its programs.

[Click here](#) to view the LSI sub-indicators and measures

#### Future Challenges

AISJ has committed to an aggressive agenda in actualizing its Strategic Plan. Critical to supporting that agenda will be the ability to work closely with our Teaching and Learning team to collaboratively develop and embed the three strategic goals of Conceptual, Connected, and Personalized Learning.

In discussion with the school community, the following were identified as key areas of focus for the incoming Elementary School Principal:

- Continue to build and sustain an inclusive learning environment.
- Lead and support teachers in the actualization of the strategic plan.

- Continue to foster relationships and build community amongst a diverse staff in a South African context.

### **Position Overview**

In collaboration with the School Director and the Leadership Team, the Elementary School principal's role is to manage the division Pre-K through grade 5. The Principal is accountable for the effective development, delivery, and evaluation of the school's educational programs. In exercising this responsibility, the Elementary Principal is required to make important decisions regarding the program, budget, and staff that lie within his/her jurisdiction of the whole school's plan. The management of the school's programs requires the Elementary Principal to analyze the needs of the students to ultimately transform the educational structures into the most promising teaching program with respect to the strategic mission, vision and core beliefs of the school.

### **Qualifications and Experience**

- Minimum of a Master's Degree in Educational Leadership or Master's Degree with additional qualifications in administration/leadership
- Teaching and leadership experience, preferably as a principal in an international elementary school
- Experience in the implementation and supervision of an inquiry and conceptually based curriculum and best practices in a workshop and inquiry-based approach to literacy and math
- Experience in curriculum and assessment development focusing on inquiry, integration, and differentiation practices
- Experience in creating and supporting genuine service learning programs
- Ability to communicate effectively with others
- A deep understanding of elementary students and their diverse needs
- Experience in multiple international schools
- Experience in leading effective professional growth, particularly with goal setting and coaching models
- Experience working with a diverse community and stakeholders
- Experience and understanding of best practices in inclusion

### **Attributes**

In discussion with the school community, the following were identified as key attributes of the person we are seeking:

- Innovative and visionary leader of teaching and learning
- Empathetic and supportive of the needs of diverse stakeholders
- Thoughtful and reflective, yet decisive
- Personable, welcoming, and builds community
- Pro-active and effectively prioritizes
- Visible and fully engaged with students, teachers, and parents
- Clear communicator, transparent in all interactions

### **General Responsibilities**

The Elementary Principal will be part of the AISJ Leadership Team along with the School Director (CEO), divisional Principals, the Director of Teaching and Learning, the Director of Technology, and the Director of Operations.

The Elementary Principal will

- Provide educational leadership and support throughout the division.
- Oversee course offerings and ensure appropriate scope and sequence of courses.
- Assist and support the School Director in the recruitment of appropriate staff.
- Assign, organize, and monitor staff for greatest effect in accomplishing the mission of the school.
- Ensure collaborative development of divisional, departmental, and individual professional goals.
- Continue the development of a strong culture of professional growth through dynamic support, supervision and evaluation of elementary teachers and instructional support staff.

- Promote a collaborative and cohesive learning culture.
- Ensure that all decisions and processes have student learning as the focus and goal.
- Facilitate the development of a school climate that appropriately meets the social and emotional needs of elementary students.
- Provide clear protocols and processes to ensure there is regular, quality communication between school and home.
- Ensure that student performance data is used to improve programs and student learning.
- Manage and further develop a vibrant and sustainable service learning program.
- Ensure appropriate balance, rigor and support for academics, arts, activities, athletics and service learning programs.
- Work with the Teaching & Learning team on curriculum development and ongoing professional learning.
- Promote school spirit among the elementary community.
- Manage student behavior and attendance.
- Oversee student admission.
- Manage the elementary divisional budget and oversee the ordering and distribution of supplies and materials.
- Manage maintenance issues and make recommendations for the improvement of facilities.
- Work with parents in a dynamic, thoughtful and proactive way.
- Work collaboratively with the elementary leadership team, nurturing, mentoring, and supporting the Assistant Principal and other leadership personnel.
- Oversee the successful transition of middle school students to the high school in Johannesburg.
- Oversee the division's Child Study Team.
- Perform other tasks as assigned by the School Director.

### **Salary and Benefits**

Salary is highly competitive and will be commensurate with qualifications and experience of the successful candidate. Benefits include a tax-free salary, housing, health, life and long-term disability insurance, annual home leave, shipping allowance, a generous retirement contribution, and tuition benefits for K-12 school age dependents.

Candidates wishing to learn more about the American International School of Johannesburg should visit [www.aisj-jhb.com](http://www.aisj-jhb.com).

### **Application Procedure**

Interested candidates should send an application no later than July 31, 2018. (The review of files will begin as soon as applications are received). Candidates should note that, in the event an outstanding applicant is identified early in the search process, AISJ reserves the right to make an appointment before the deadline mentioned above and to bring the search to a close. For this reason, interested candidates are encouraged to apply at the earliest possible time.

Candidates should email the information requested below as a single document in PDF format to [recruitment@aisj-jhb.com](mailto:recruitment@aisj-jhb.com). The subject line should read Elementary Principal Application and the applicant's name. The application should include:

- Cover letter of application
- Photograph
- Resume, generally not more than two pages
- Educational philosophy
- A list of references (at least three) - the list should include their names, positions, current email addresses, and the current Superintendent/Director of your present school.



Short-listed candidates will be contacted and invited for an interview in Johannesburg in early September. The school hopes to make an appointment by October.