

Job/Position Summary

The Associate Principal, per School Division, shares the responsibility for the administration and supervision of the Division with the Principal. The Associate Principal will be responsible for maintaining the high quality of delivery of the International Baccalaureate (IB) educational programs in The KAUST School (TKS) and will be supporting the development of the educational programs to ensure alignment with TKS's mission, vision, and values.

Major Responsibilities

Leadership

- Promote continued implementation of high-quality International Baccalaureate (IB) programs that support the TKS learning principles in The KAUST School (TKS)
- Promote good public relations at all times in the school and in the greater KAUST community Develop the culture of data-informed decision-making by assisting the collection preparation, scheduling time for analysis of student learning and well-being data including semester reports, assessment data and student voice data.
- Assist in the implementation of a multi-tiered system of support that promotes inclusiveness within the diverse learning community
- Work in conjunction with the Division Principal and the school operations team to administer, manage and supervise the operations of the Division
- Assist with school improvement processes, for example by leading accreditation committees, engaging in master planning exercises and developing guiding statements
- Lead the professional learning and performance appraisal program and motivate teachers by encouraging excellent teaching and professional development
- Collaborate with the Principal and counselors on implementing transdisciplinary approaches to address student issues and follow-through
- Utilize resources in the school system and facilitate the school's two-way partnership with the community to develop the most effective educational programs

Student Success

- Assist teachers and teaching assistants in developing an optimal learning climate (training/coaching and mentoring teachers and assistants to improve instructional technique and application of strategies
- Assist in the provision of instructional resources, including professional development in- service programs, and materials to support teaching staff in accomplishing instructional goals of the Division
- Collaborate with the team leaders and counselors to support student success with the IB Program stages and requirements
- Plan and coordinate supervision of students outside the classroom before, during and after regular schoolhours
- Create balanced schedules that promote opportunities for teacher collaboration and student inquiry
- Collaborates with teachers to develop opportunities for students to build leadership skills, have autonomy and contribute to positive change in the school and local community
- Assist in organizing an efficient and clearly communicated process for procurement of Divisional materials and educational supplies

Competencies

- Collaborative individual who can lead, coach, organize and motivate a team
- Experience in developing a wide range of suitable curricular materials and programs, particularly those of The International Baccalaureate programs



- Communicate effectively with parents, teachers, students, and other community members
- Present a positive image of the Division by modeling the school's values
- Experience working in multi-cultural environments and demonstrating intercultural understanding and respect
- Ability to work enthusiastically and supportively with students
- High level of competency and knowledge of technology
- Excellent problem-solving skills

Qualifications

- 8 Years' experience in Education
- Previous teaching experience with specialization in relevant IB Program Divisional specialization
Master's degree in education or equivalent required, with administrative/principal certification strongly preferred
- At least 2 years' experience in a leadership role (international experience preferred)