



American International School of Lusaka

Every student thrives

(Tentative) Leadership Vacancy at the AISL Primary School for the 2019-2020 Academic Year:

Title: Primary Assistant Principal for Teaching and Learning/PYP Coordinator

Primary Assistant Principal (50% role)

The Primary Assistant Principal supports the Primary Principal in overseeing the quality of instruction, safety of the students, and the daily operations of the Primary School. The Primary Assistant Principal is a leadership position with supervisory responsibilities. S/he is expected to foster positive relationships with all members of the school community including students, teachers, and families by providing support and listening to feedback as part of improving the quality of the school. As part of the Educational Leadership team, the Assistant Principal is responsible for supporting the school's strategic goals both in the school and the wider community.

Performance Responsibilities:

- Demonstrates strong instructional leadership skills.
- Collaborates with parents, faculty, and staff to develop and nurture a Primary School ethos grounded in inquiry and best practices.
- Ensures appropriate balance, rigor and support for academics, extracurricular activities, and actions as defined by the IB PYP.
- Serves on the Whole School Educational Leadership Team.
- Provides clear protocols and processes to ensure there is regular, quality communication between school and home.
- Assists the Primary Principal with monitoring and managing student attendance and behavior.
- Assists the Primary School Principal in developing and administering the master schedule.
- Assists in organizing and/or coordinating Primary School Assemblies.
- Collaborates with the MYP Coordinator to design and implement an effective Gr. 5-6 transition.
- Assists and supports the Primary Principal in the recruitment, orientation, and assignment of Primary School faculty and staff.
- Assists the Primary School Principal in appraising (supervision and evaluation) Primary School Faculty, Teaching Assistants and Administrative Staff.
- Assumes other responsibilities as assigned by the Primary School Principal.

Primary Years Programme Coordinator (50% role)

The Primary Years Programme (PYP) Coordinator is an instructional leader in the school. The coordinator should have proven teaching ability and be able to act as a pedagogical leader of the programme in the school. The IB sees the responsibility for pedagogical leadership within the school as being a shared responsibility, to include both the PYP coordinator and the Primary School Principal. A commitment to collaborative planning is central to the philosophy of the PYP. The PYP coordinator has a pivotal role in this process, taking responsibility for ensuring that pedagogical aspects are discussed, information is disseminated and the programme is planned, taught and assessed collaboratively. Together with other members of the school's pedagogical leadership team, the PYP coordinator is responsible for the development of the programme and the whole-school implementation of the programme from Preschool to Grade 5. Besides maintaining contact with the school's leadership team, the PYP coordinator should work collaboratively with

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all members of the teaching team and be involved in whole-school planning, as well as in-school and out-of-school professional development.

Performance Responsibilities:

- Provides curricular and instructional leadership.
- Ensures that the ELC through Grade 5 curriculum is articulated, well organized, and aligned with the IB PYP framework.
- Assists teachers in developing unit plans and instructional practices that support the effective delivery of the PYP.
- Oversees curriculum review and facilitates curriculum development that supports the themes of internationalism, holistic awareness, communication, and cultural understanding.
- Ensures that student performance data is used to improve educational programs and student learning.
- Serves as a member of the Primary School Leadership Team.
- Informs parents about the IB PYP by providing orientation and information sessions.
- Coordinates all IB PYP activities including the Grade 5 Exhibition.
- Prepares and updates the school's IB PYP publications and records.
- Ensures that the school meets IB regulations and deadlines.
- Identifies professional development needs and coordinates professional development activities that sustain the PYP in the school.
- Assumes other responsibilities as assigned by the Primary Principal.

Qualifications and skill sets:

1. Possesses a Master's Degree in Education and current qualification/certification in administration or educational leadership (preferred).
2. Previous experience in a school leadership position.
3. Ability to provide informed instructional leadership – aware of current best practices in curriculum, pedagogy and assessment, particularly in the context of the IB PYP.
4. Organizational ability, initiative, and effective communication and interpersonal skills.
5. Evidence of ability to supervise and evaluate teachers.
6. Experience using technology applications that enhance communication, organizational operations, and school improvement efforts.

Application Procedure:

The review of applications will begin as soon as they are received. Candidates should note that, in the event an outstanding applicant is identified early in the search process, AISL reserves the right to make an appointment and to bring the search to a close. For this reason, interested candidates are encouraged to apply at the earliest possible time.

Applicants should send the following to hr@aislusaka.org and mention 'Primary Assistant Principal for Teaching and Learning/PYP Coordinator' in the subject line:

1. A cover letter explaining your strengths as a candidate and why you are interested in the Primary Assistant Principal for Teaching and Learning/PYP Coordinator position at the American International School of Lusaka (not to exceed one page)
2. A current résumé or curriculum vitae (not to exceed two pages)
3. A philosophy of education (not to exceed one page)
4. Contact details for three references to include name, email address, phone number and number of years this person has supervised you professionally:
 - o Current supervisor
 - o Supervisor from previous school
 - o Additional supervisor from previous school or a professional reference that can speak to your work with young children if not in a school setting

Applications should be addressed to Darlene Huson, Primary Principal.