



HEAD of INTERNATIONAL PROGRAM

Responsibilities and Essential Roles:

The following duties are representative of performance expectations:

- Report to the Learning Director of the international program.
- Lay down school policies, systems and procedures in accordance with
Ministry of Education requirements and the needs of International Schools.
- Implement international accreditation protocols.
- Work in close collaboration with the Learning Director of the international program to address the following leadership influences on student achievement:
 - **For the School:** Guaranteed and viable curriculum, challenging goals and effective feedback, parent and community involvement, safe and orderly environment, collegiality and professionalism.
 - **For the Teacher:** Instructional strategies, classroom management, classroom curriculum design.
 - **For the Student:** Home environment, learned intelligence/background knowledge, motivation following duties are representative of performance expectations.
- Assist the Learning Director of the international program to achieve and



sustain high levels of student learning and growth.

- Observe teacher classroom management, instructional practices, professional development, interpersonal and leadership skills, while identifying high- and low-effectiveness performers, and providing clear and actionable feedback, resources, and support.
- Assist the Learning Director of the international program to improve student achievement by implementing the vision of the school for teacher observation and evaluation, with high levels of fidelity.
 - Support Learning Director of the international program in completing classroom walkthroughs and observation.
 - Write detailed feedback reports to accompany each observation and provide feedback on strengths and suggestions for growth (Personal Development Plans when appropriate).
 - Conduct one-on-one post-observation and coaching conferences with all observed teachers which allow opportunity to dialogue about specific areas of strengths and development.
- Collaborate with the Learning Director of the international program to provide ongoing professional development for staff, based on an analysis of feeder school / assigned building data, observation data, best practices and instructional research.



- Collaborate with the Teachers and different support departments to ensure all systems of feedback and support for teachers are fully implemented at Najd schools.
- Model and promote the continuous use of data to inform practice and drive decision- making and instruction.
- Work with the counselors, teachers, students and parents in preparing learning plans for students.
- Work with the Learning Director of the international program, teachers and staff in the development and implementation of the core components of the school's curriculum.
- Participate in personal development activities in order to acquire new skills, further develop instructional leadership expertise and expand knowledge of practices that accelerate student learning.
- Conducts and oversee weekly meetings with the Learning Director of the international program Learning and Heads of Departments to stay abreast of all school activities and developments
- Supervise school emergency procedures including emergency evacuation drills.
- Ensure the safety and security of school personnel and students during school.



- Define recruitment requirements in collaboration with the Learning Director of the international program and the Heads of Departments
- Participate in local staff recruitment and interviews

Skills and Abilities Required

The following characteristics and physical skills are important for the successful

performance of assigned duties.

- Strong record of helping students achieve and sustain academic success, especially with minority and low-income students.
- Commitment to the belief that all students can learn and to the mission of educational equity.
- Experience in leading adults to achieve results despite tremendous obstacles.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Strong analytical and problem-solving skills.
- Ability to continuously elevate professional contributions through ongoing reflection, building upon previous learning, and being open and receptive to ongoing feedback.
- Understanding the implications of new information for both current and future problem-solving and decision-making.



- Ability to manage the ambiguity and multiple priorities inherent in a school environment.
- Good time-management skills.
- Excellent in written and oral communication skills.

I understand that this Job Description will be reviewed at the end of the academic year or earlier if necessary. This job description may be amended and duties may increase to meet the changing needs of the school.

Name and Signature: _____

Dated: _____

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