



Director General

The Director General sets high expectations and inspires the staff to believe that everyone in the school can learn and ensures that teachers and students act on that belief; establishes and sets priorities for the Learning Director of the international program, the Principals of the sections, and other administrators of the school to function as a highly effective team. These responsibilities

MAJOR DUTIES AND RESPONSIBILITIES:

1. Report Directly to the school Board
2. Ensure the implementation of the guiding statements and the definition of learning
3. Act as a non-voting member in the school Board
4. Act as liaison with the ministry of Education
5. Ensure the application of the Ministry of Education regulations and policies
6. Lead the school in a way that facilitates the development, articulation, implementation and stewardship of a vision of learning for all that places students at the center.
7. Sets high expectations and demand content and instruction that ensure student achievement of agreed upon academic standards for all student performance.
8. Focus efficient and effective management of resources and operations to support instructional improvement and improve student learning.
9. Models a personal code of ethics and development professional leadership capacity
10. Communicates and interprets through multiple media the school's purpose and goals to students, staff, parents and community and encourages constructive relations among them.



11. Collaborate with families, PTA, and other community members, and responds to diverse community interests and needs, and mobilize resources to share responsibility for student and school success.
12. Takes immediate and appropriate action whenever a complaint is brought to his/her attention and fully investigates as required by Education Code, Laws, and ensure privacy is maintained to protect students and employee rights. P
13. Provides leadership in the development and implementation disaster and safety preparedness plan.
14. Participates actively in professional organizations.
15. Demonstrates initiative, flexibility, ingenuity, and sincere concern in the resolving of problems of the school and community.
16. Plays a role in the budgeting process, working closely with the designated board member, the Learning Director, and the Head of International Program to develop and present the annual budget for board approval.