

**MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION**

Position: Principal

Reports to: Education Officer

Supervises: Deputy Principal - Administration, Deputy Principal – Academics, Senior Teacher

Department: Education

Grade:

OVERALL JOB PURPOSE

The Principal will oversee the operations of the high school and implement the vision of the Organization by making day-to-day decisions about educational programs, spending, staff, and facilities. The principal will basically ensure that educational standards are being met in his/her centre of operation.

Duties and responsibilities:

- i. Decision making – In regard to school operations and all programs.
- ii. Ensure high quality standards of education in the schools
- iii. Assess student performance and achievement - review test scores, grades and attendance to determine if students are satisfying standards and that teachers are successfully implementing curricula and policies
- iv. Oversee School Budgets in collaboration with the Finance department
- v. Manage Personnel and be involved in recruitment and placement of staff in the various schools/centres
- vi. Relationship building – Build relationships within and without to ensure efficiency and cooperation
- vii. Ensures proper management and utilization of resources across the Schools/centres
- viii. Enhance good governance and leadership
- ix. Prepares agenda for school board meetings
- x. Ensure high discipline, cleanliness, Health & safety controls in all schools
- xi. Report writing and presentation

Qualifications and Experience

- A degree in education or related field with at least three (3) years' experience of managing a school
- A course in Management &/or Administration an added advantage.

Skills, Abilities and Competencies

- Must demonstrate outstanding management and administration abilities.

- Possess strong computer skills, particularly in the areas of databases, spreadsheets and word processing
- Must possess excellent communication and interpersonal skills
- Strong Christian with demonstrated commitment, and active involvement in church.
- Strong analytical, communication, dynamic thinking skills and result oriented.
- Very good knowledge in financial and resource management.
- Strong interpersonal skills and able to work with people at different levels including children, community members, church leaders, and donor agencies.
- Ability to develop, nurture and maintain productive networks.

ACCEPTANCE/APPROVAL

I hereby confirm that I have understood my role very clearly, and that my performance will continually be judged against those roles, as herein stipulated.

Employee	Signature	Date

Approved by:

Supervisor	Signature	Date

Associate Director – H.R.D	Signature	Date