

## **MISSIONS OF HOPE INTERNATIONAL JOB DESCRIPTION**

**Position:** Chief Principal

**Reports to:** Education Officer

**Supervises:** Head teacher, Deputy Principal - Administration, Deputy Principal – Academics, Senior Teacher

**Department:** Education

**Grade:**

### **OVERALL JOB PURPOSE**

The Chief 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. Chief 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
- xii. Any other duties as assigned by the supervisor.

### **Qualifications and Experience**

- A degree in education or related field with at least five (5) 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.