
Job Title: PRINCIPAL
Reports to: TRUSTEES
Location: MUMBAI

REASON FOR HIRE :

The primary responsibility of **PRINCIPAL** is to lead the Academy keeping in mind their vision and core values. The role holder is responsible for ensuring the spirit of excellence, communication & implementation of effective teaching methods through high quality education and focusing on the all round development of the students.

Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff and to communicate effectively with parents. Inherent in the position are the responsibilities for curriculum development – innovative teaching methods, extracurricular activities, personnel management and facility operations.

Key Responsibilities and Core functions:

- The incumbent needs to have a good track record – demonstrated leadership in the past and academic “EDGE”.
- The incumbent needs to demonstrate execution skills and be an excellent implementor.
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
- Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals and articulate and audible speech.
- Complete in a timely fashion all records and reports as requested by the Board.
- Communicate with the Board regularly about the needs, successes and general operation of the school.
- To blend within the existing team.
- A Visionary and out of the box thinker- to innovative new concepts in school.

- Well experienced in more than one department and high on energy.
- Exposure to progressive education and management practices.

Instructional Leadership

- Curriculum and Instruction Monitoring

Human Resource Administration

- Teacher and Staff Selection , Induction and Mentoring Role.

School Admissions

- Focuses on both school reputation building and promotion of school through events, seminars etc
- To handle parental seminars and orientations to promote the school
- To innovate academic activities to help in promoting school image
- To have a good knowledge of admission process and to attract more students – increase in admissions.

Communication and Community Relations

- Media Relations
- Partnerships with other organizations
- Be a part of relevant events and represent the organisation professionally as required

Student Achievement

- Focuses on implementing and achieving student performance standards
- Plans for an effective data collection and analysis system related to the school or program goals and objectives.
- Holds high expectations of teachers and students.

Reporting Structure:

- Direct reporting to Trustees.
- Trust administrator and Principal to co ordinate day to day activities.

CANDIDATE PROFILE AND QUALIFICATIONS

Must Haves:

- Minimum - PG + B Ed from good institutes with 15 to 20 years of experience of which atleast 7 years must be in the role of a Principal or Vice Principal
- Exposure to CBSE/IGCSE English/ ICSC / IB Medium schools
- Excellence in stakeholder management with strong people management skills - Parent Handling & staff management.
- Coaching & learning attitude (teachers, Parents, community).
- Strong on academics

- Planning and Organizing skills
- Should have an exposure to preparing reports on a Weekly or Monthly basis
- Strong Communication skills (oral & written)

COMPENSATION DETAILS: The compensation is commensurate with qualification and experience.

Third Sector Partners, a leading CxO and board search firm in the Not for Profit sector, has been retained to hire for this position. Last date for application is 8th November, 2012. Interested candidates can send in their CVs with a Statement of Suitability and three references to principalacademyv@gmail.com with the subject line indicating: Application for the Post of Principal or contact Dilzad at: +91 22 4349 3321. Please note that only short listed candidates will be contacted.