



JOB DESCRIPTION

Elementary School Associate Principal / Instructional Coach

Position

Elementary School Associate Principal / Instructional Coach

Reports to

Elementary School Principal

Salary

Competitive and based on the offered candidate's experience and qualifications.

Purpose

The Rabat American School is seeking an Elementary School Associate Principal / Instructional Coach to join our leadership team. This key role supports the principal in overseeing the school's operations, promoting student growth, and enhancing organizational effectiveness. Additionally, the Associate Principal will serve as acting principal in the principal's absence.

Responsibilities & Duties

School Culture and Environment:

- Lead, co-lead, and participate in school culture initiatives to promote a positive and inclusive work environment that upholds high expectations for all students and staff.
- Collaborate with the principal, counselor, and members of the Teaching and Learning Team to construct professional learning opportunities that align with the strategic goals.
- Gather evidence to assess how well learning objectives have been achieved and learning is transferred to practice and uses evidence in meetings and interactions with teachers and teams to improve specific aspects of teaching.
- Ensure a productive, inclusive, and engaging learning environment for all students and staff through ongoing collaboration, presence, and construction of a shared vision.
- Leverage skills and interests of team members to meet the personal, team, and school goals.
- Develop, facilitate, and actively participate in lifelong learning and ongoing professional development.
- Serve as support for others by effectively communicating and building empathy, humility, and trust.



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Coaching:

- Provide coaching and support to all staff.
- Participate in scheduled and unscheduled classroom visits and observations. Provide carefully constructed feedback to increase student engagement and learning in the classroom.
- Provide coaching to individuals, groups, and teams. During the coaching cycle, share feedback and participate in co-teaching and modeling instructional practices, as well as co-lesson planning.
- Provide additional training and guidance as necessary based on evaluations.
- Work closely with the XTLT (teacher leaders), creating a comprehensive sequence of meetings and objectives to meet team(s) goals, reflect, and enhance teaching and learning practices.

Student Support:

- Assist in maintaining a positive and safe school environment.
- Address student behavior issues in collaboration with the counselor.
- Consult with the principal to implement and enforce disciplinary policies.
- Communicate with parents through phone calls and email, as well as the teachers involved.

Operations:

- Oversee and evaluate instructional assistants and support personnel (bus monitors, etc.)
- Organize the preparation and scheduling of testing sessions (MAP, etc). Additionally, oversee performance data collection, analysis, and action steps with the leadership team and appropriate teaching teams.
- Participate in teacher recruitment alongside the principal and work hard to retain quality staff.

Professional Expectations:

- Fully participate in all aspects of the role.
- Support the general day-to-day happens across the Elementary School.
- Uphold RAS's mission, vision, and core values at all times.
- Co-construct and co-lead New Faculty Orientation.
- Perform other duties as assigned by the Principal.



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Qualifications required

- Bachelor's degree in Education.
- Administration or Curriculum and Instruction certificate or degree (preferred).
- Master's degree in Education (preferred).
- More than 2 years of experience working in a leadership role.

If interested please send your Resume and a Cover letter to staffing@ras.ma with the subject line: "ES Associate Principal Vacancy"

Deadline to apply

November 30th, 2024