



# JOB DESCRIPTION

## ELEMENTARY SCHOOL DEPUTY PRINCIPAL/ INSTRUCTIONAL COACH

### PURPOSE:

The Rabat American School Elementary School Deputy Principal/ Instructional Coach is an essential leadership team member, assisting the principal in their responsibility for the conduct, growth, and organization of the school. The deputy principal will act as substitute in the absence of the principal.

### REPORTS TO:

Elementary School Principal

### QUALIFICATIONS:

- 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

### 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.
- Perform other duties as assigned by the Principal.
- Co-construct and co-lead New Faculty Orientation.

To apply, please send your resume, cover letter and three references to [staffing@ras.ma](mailto:staffing@ras.ma) with the subject line "Elementary School Deputy Principal/ Instructional Coach."

**Deadline to Apply: February 1st, 2023**





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### DUTIES AND RESPONSIBILITIES:

#### OPERATIONS

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

#### 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.
- Gathers 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.
- Leverages skills and interests of team members to meet the personal, team, and school goals.
- Develops, facilitates, and actively participates in lifelong learning and ongoing professional development.
- Serves as support for others by effectively communicating and building empathy, humility, and trust.





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### DUTIES AND RESPONSIBILITIES:

#### COACHING

- Provides coaching and support to staff.
- Participate in scheduled and unscheduled classroom visits and observations. Provide carefully constructed feedback (including action steps when necessary) to increase student engagement and learning in the classroom.
- Provide intensive coaching to the highest needs teachers, as determined along with the Principal, including additional visits and feedback, co-teaching and modeling instructional practices, and 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.