



## JOB DESCRIPTION

### Secondary School Principal

#### SCHOOL DETAILS

The Rabat American School (RAS) is a private, non-profit, co-educational day school designed to provide children of all nationalities a rigorous Pre-K to Grade 12 US curriculum education similar to what is offered by many international schools. The school's primary purpose is to provide an excellent academic program for students, as well as to emphasize their emotional and social growth.

RAS is fully accredited by the Middle States Association of Colleges and Schools (MSA) and authorized by the International Baccalaureate Organization (IBO) for grades 11 and 12. RAS is also a member of the Mediterranean Association of International Schools (MAIS), and the European Council of International Schools (ECIS)..

RAS is located in Rabat, Morocco, a beautiful capital city with a vibrant culture and a large international community. At the crossroads of Europe, Africa, and the Arab World, Morocco offers a diversity of cultural and linguistic experiences. Expatriate families living in Rabat appreciate the excellent infrastructure, safety and security, beautiful beaches/green spaces, and easy access to both Europe and Africa. Moroccans are known for their strong culture of hospitality and community. Rabat represents a unique mix of tradition (such as the traditional souks, spice markets, Kasbah, and other traditional monuments) with a modern urban infrastructure (a marina, beachfront developments, and modern shopping centers.)

RAS's community during the 2023/2024 academic year is composed of 47 nationalities. It has a faculty of 62 full-time and 5 part-time faculty members and 460 students from Pre K - 12. The average classroom sizes at all levels is between 18 and a maximum of 22 students per class, for a student/teacher ratio of 9 to 1.

The educational leadership team consists of the Director, Elementary Principal, Secondary Principal, Ass. Principal/IBDP/Pathways Coordinator, Elementary Counselor, Secondary Counselor/College Counselor, Elementary Instructional Coach/Deputy Principal, and the Director of Teaching and Learning. The School is governed by a Board of Trustees composed of nine voting members, five of whom are U.S. citizens.



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RAS has a rich variety of co-curricular activities, including the arts and student social events. The school competes in both a local and international sports league in the secondary school and participates in a variety of other activities internationally, such as robotics and choir. A major focus of the school is the development of the whole student, including the academic, social, emotional aspects, as well as getting to know the host culture and country.

In January 2019, RAS moved to a newly constructed campus near the ocean. With purpose-built facilities. We are now poised to renew our mission and vision – developing strategic priorities for our authentic, diverse and dynamic learning community. With clear leadership and long-range planning, RAS will continue to foster belonging and personal growth for all students.

#### MISSION

The Secondary School Principal provides leadership for the planning, development, implementation, evaluation and improvement of the Secondary School division in collaboration with students, parents, faculty, secondary school leadership team and central administration.

The Secondary Principal is a member of the senior leadership team, reports to the Director and collaborates and facilitates growth amongst a range of faculty, students, administration and Board. In working with different constituencies, the duties of the Secondary Principal are varied, but in particular it is the responsibility of the Secondary Principal to

#### Educational Leadership

1. Develop and articulate to the community the Secondary School's vision, mission and philosophy within the overall mission of the School.
2. Make professional, managerial and organizational decisions based on informed judgements and strategic planning.
3. Implement the delivery of Secondary Program, overseeing planning, teaching, assessment and reporting processes.
4. Maintain curriculum documentation including unit planners, scope and sequence documents and yearly overviews.
5. Communicate expectations regarding curriculum delivery to staff.
6. Develop and maintain the resources required to deliver the curriculum.
7. Administer the Secondary School accreditation processes with the IBO and MSA.



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#### Personnel Management and Development

1. Assess prospective candidates (overseas and local hire) and advise the Director on the recruitment of new staff.
2. Lead the Secondary School orientation program for new staff.
3. Ensure the effective deployment of staff, including substitute teachers.
4. Implement a comprehensive appraisal process for Secondary School staff.
5. Ensure and support the provision of an appropriate range of professional development opportunities for staff.

#### Parent-Community Liaison

1. Maintain productive, on-going dialogue with parents throughout the year.
2. Ensure that parents receive information on the curriculum and on the development of their children.
3. Meet regularly with representatives of the parent association.
4. Coordinate Secondary School celebrations and events.

#### Students

1. Ensure effective admission, retention, promotion and graduation procedures.
2. Develop, publish and implement procedures to support positive student behavior.
3. Develop, publish and implement procedures to promote the health and safety of students.
4. Ensure the provision of a suitable program of extra-curricular activities.

#### Administration

1. Prepare and manage the Secondary School budget.
2. Serve on ad hoc School and Board committees as requested.
3. Publish documents such as weekly staff bulletins, timetables and calendars.
4. Contribute to School publications (Hotline, Parent Communications, workshops, etc)
5. Collaborate with the Director and the Business Office in implementing policies and procedures and in maintaining a safe and secure campus environment.
6. Advise the Director on the use of School facilities and changes that may be required to meet future needs.
7. Undertake any other duties that may be required from time to time by the School Director.



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#### SALARY AND BENEFITS

The salary and benefits are competitive and will depend on the qualifications and experience of the successful candidate. Benefits include comprehensive medical insurance, life insurance, long-term disability insurance, retirement contribution, annual home leave, use of an automobile, housing and relocation allowance.

#### APPLICATION PROCEDURES

The deadline for applications is November 17th, 2023. Candidates should note that the search committee will begin reviewing applications as soon as they are received. In the event an outstanding applicant is identified early in the search process, RAS reserves the right to make an appointment before the deadline. For further information about RAS, please visit our website at <http://www.ras.ma>.

RAS is committed to child protection. Appointments are made subject to appropriate vetting procedures and police checks.

RAS is an equal opportunity employer and provides opportunities to all employees and job applicants without regard to race, color, sex, national origin, age or disability.

#### APPLICATION REQUIREMENTS

Candidates should send the information requested below by email to [staffing@ras.ma](mailto:staffing@ras.ma). Please do not send any information other than that which is specifically requested.

- A current résumé
- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in the Secondary Principal role at the Rabat American School.
- A one or two-page statement outlining your philosophy of education.
- Contact details of three or four professional referees with the current contact information.