



Rabat American School
Secondary School Principal Search
Start Date: July 22nd 2019

General Information: Rabat American School is about to enter one of the most exciting periods in its fifty plus year history: the new Secondary Principal will be part of a leadership team overseeing both the development of a new approach to teaching and learning – through the School's *Learning & Inspiration* document - and the move to a new campus overlooking the Atlantic.

RAS is an independent, private American/international school located in the capital city of Morocco. The enrollment ranges from 410 to 430, with approximately half of the students in the secondary division. We are accredited by the Middle States Association of Colleges and Schools. Students come from 40+ countries, with many of them dependents of embassies in Rabat. Approximately 20% of the students are Americans, 30% are Moroccan, and the remaining 50% are third-country nationals.

The Secondary Principal is the instructional and organizational leader of the secondary school. She/he works closely with the Director, the Elementary School Principal and the K-12 Administration. Collectively, they form a team that communicates the vision for the school and supports the faculty and the student body.

The initial contract is for three years, renewable annually thereafter. However, RAS is seeking candidates interested in committing to 5 years or more. The contract year is 215 days, which includes occasional weekend duties. Salary and benefits are competitive with similar schools in the region, and include: Retirement allowance; housing allowance; health, life and disability insurance; use of a school car; settling in/shipping allowance; and support for professional development.

Prerequisites:

- A minimum of 3 years of prior experience as an administrator in a K-12 setting
- A minimum of 5 years of prior teaching experience in secondary grade levels
- Teacher and Administrator certification; an advanced university degree
- Overseas teaching and/or administrative experience desirable
- A willingness to assist with co-curricular activities and duties outside of the classroom

Job Description: 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 senior administration. The Principal reports to and collaborates with the Director, and works with all school constituencies.

Professional Qualifications Sought:

- Possess a Masters Degree or higher in Education and a current administrator credential/certificate/license
- Possess a comprehensive understanding of both standards-based and IB Diploma Programme curricula, together with a desire to be actively engaged in all aspects of the delivery of RAS's secondary school curriculum
- Possesses experience with heritage and foreign language program development
- Exhibit an ability to use data to inform educational decision making
- Demonstrate success in promoting learning as both a teacher and a Secondary School Principal
- Exhibit the ability to work effectively with all constituents to create a shared vision for excellent

education

- Provide evidence of a passion for learning and for the profession of teaching, genuine care for students and the ability to effectively collaborate with a wide variety of people to further develop a high performing learning community
- Possess exceptional interpersonal and intercultural skills
- Demonstrate an ability to communicate effectively both orally and in writing with a multi-cultural/multi-lingual school community

Duties and Responsibilities:

Learning and Students:

1. Sustain and develop the culture of learning, collaboration and professional self-improvement among the secondary school faculty for the primary purpose of promoting the education of the whole child
2. Oversee secondary school curriculum development, refinement, implementation and evaluation
3. Work closely with the Elementary School Principal, Curriculum Coordinator and Director on K-12 curriculum articulation, review and revision
4. Develop and implement annual secondary school division objectives focused on continuous improvement and aligned with the RAS Strategic Plan
5. Monitor student performance on a regular basis and use the information to guide the further development of action plans focused on improving student learning
6. Make specific recommendations for instruction, taking into consideration current educational research and practices as well as specific secondary school needs
7. Actively participate in consultation and decision-making regarding student admissions and progression
8. Oversee the social, emotional and behavioral support offered to students, promoting holistic view of learning.

Faculty and Staff:

1. Assist in the recruitment, selection, orientation, supervision, development and evaluation of the secondary school professional staff, including but not limited to classroom teachers, counselors, librarian and special service personnel
2. Coordinate the assignment of students to classes and the development of the master schedule

Communication:

1. Provide leadership in the development and implementation of a comprehensive plan for internal and external school communication
2. Liaise with various groups (such as the PTA, Student Council, Administrative Leadership Team) to ensure that a positive and productive working relationship is sustained

Planning:

1. Develop an annual budget for the secondary school, and monitor expenditures throughout the year consistent with the approved school-wide budget
2. Provide updates on the secondary school and prepare monthly reports for the Board of Trustees
3. Attend monthly Board committee meetings and other Board functions as needed

Other duties:

1. Consistently model the core values of RAS
2. Actively support community service and the development of service learning
3. Support a wide range of co-curricular activities (athletic, creative and academic)
4. Represent RAS to students, parents, faculty, staff, and broader school community in a professional manner

5. Recognize and strengthen personal performance through feedback and self-reflection, participation in professional development activities, exploration of educational research and participation in professional organizations
6. Work cooperatively with school Director and administrative colleagues to plan and support K-12 initiatives and programs
7. Work with faculty and administration to continue the smooth transition to our new facility.

To Apply: In order to be considered for this administrative opening at RAS, please send the following items *as one single PDF or document of no greater than 5MB* to **principal.search@ras.ma**:

- A cover letter not to exceed two pages
- A CV of no more than two pages
- A statement of educational and leadership philosophy
- A list of at least three supervisory references, including email and telephone details
- Up to three recent letters of reference which may already be in your possession

The deadline for applications is Monday October 29, 2018. Long-listed candidates will be interviewed by telephone or Skype. Short-listed candidates may be brought to RAS for on-site interviews thereafter. Should a suitable candidate be found earlier in the process, RAS reserves the right to cancel the search and make the appointment ahead of this stated timeline.