

Asian Hope Position Description Position Title: Head of Primary Revised: January 2016	1
--	---

Head of Primary Asian Hope International School

The position of Head of Primary is an exempt position of Asian Hope (AH) which must hold to the Constitution/By-Laws of Asian Hope. The Head of Primary must be willing to sign the AH Statement of Faith and be a current member or regular attendee of a local Christian church. The Head of Primary must also abide by all of AH as well as departmental specific policies and procedures and the expectations of assigned position responsibilities.

Schedule: Monday - Friday with occasional weekend and holiday duties; 40 - 44 hours per week.

Location: AHIS Primary Campus

Responsible To: Director of Education for Asian Hope

Purpose: To lead a team of Christian educators that will create the optimal learning environment and spiritual climate for the students, enabling them to meet the school mission and the ESLR's.

Duties / Responsibilities: The Head of Primary will maintain her testimony for Christ both within and without the school.

The specific responsibilities include, but are not limited to, the following:

Primary Administration:

Organise substitute teachers for the Primary teachers and TA's

Assess and place new Primary students

Monitor attendance for Primary students

Oversee disciplinary issues of Primary students

Ensure proper communication between parents and teachers providing mediation as necessary including facilitation of the 'Meet the Teachers' evening

Edit / proofread Primary reports

Regularly update the Asian Hope Facebook Page and website

Staff Support:

Work with the Leadership Team in the recruitment and orientation process of new teachers

Create the agenda for staff meetings (with the Leadership Team) and ensure that proper minutes are taken and made available to staff

Oversee the development of timetables and rosters for the Primary School

Oversee, observe and evaluate AHIS Primary teachers and Teaching Assistants as part of the Performance Management process

Provide professional development for staff in conjunction with the Leadership Team

Mentor teachers as required

Asian Hope Position Description Position Title: Head of Primary Revised: January 2016	2
--	---

Support teachers in developing curriculum
Track student achievement and guide school in academic improvements based on this tracking Guide and develop school coordinators including grade level and subject level.

School Development

Work with the Leadership Team to complete and follow the School Development Plan
Meet with the members of the Leadership Team regularly as necessary
Meet with the DoE on a regular basis
Review and revise school policy as necessary in collaboration with the Leadership Team
Completing the monthly Principal's report about AHIS for the DoE and CEO of Asian Hope
Pray for the students, family, staff and overall school community.

The school reserves the right from time to time to make reasonable modifications to the Head of Primary's duties to ensure the maximum benefit of all students as determined by the DoE and CEO.

Skills/Qualifications:

- Education degree
- At least 5 years teaching experience
- Excellent teaching skills
- Desire to study further in educational leadership
- Leadership skills and previous experience in a leadership role

Evaluation: Formal evaluation will be conducted once per year by the direct supervisor.

I have read and agree to fulfil these responsibilities to the best of my ability:

Print Name

Employee Signature