

Job Title	<i>Primary School Principal</i>
Reports To	<i>Associate Head of School</i>
FLSA Status	<i>Exempt</i>

Job Summary

Reporting to the Associate Head of School, the Primary School Principal is a member of the senior leadership team and is responsible for the successful implementation of the International Baccalaureate Primary Years Program (IB PYP). Working closely with the two Assistant Principals and Director of Teaching & Learning, the Principal is accountable for fostering and managing the implementation of the mission, core values, and core beliefs in all aspects of the Primary School program. The Principal oversees the academic program, the social and emotional well-being of students, and the hiring and retention of highly qualified instructional and support staff.

The Primary School Principal is a 12-month position, with key responsibilities outlined below. The Associate Head of School or Head of School may assign additional duties in support of School objectives.

Duties and Responsibilities

1. Maintain congruence between the School's mission, core values, and core beliefs and the principles of the IB PYP in all aspects of the Primary School.
2. Act as the educational leader of the Primary School, responsible for its day-to-day operation.
3. Function as the chief spokesperson of the Primary School's programs, expectations, and other information necessary to ensure that all constituencies are well informed.
4. Provide direction to ensure a learning environment for faculty, staff and students that is safe, engaging and conducive to meaningful learning opportunities in all aspects of school life.
5. Understand and address the educational, physical, social, and psychological needs of the school community, by developing plans to meet those needs in line with PYP principles.
6. Coordinate professional development opportunities for Primary School faculty and staff, with the PS Director of Teaching and Learning/PYP Coordinator, and the two Assistant Principals.
7. Be a visible presence in all areas of the Primary School.

8. Construct mechanisms for Primary School parents to be connected to their child(ren)'s school experiences.
9. Ensure that teachers are familiar with and adhere to school policies in all areas of the school's operation.
10. Manage the execution of distance education to include alternative teaching and learning delivery methods: oversee in coordination with Directors of Technology and Teaching and Learning the development of effective online courses reflecting best practices, the roll-out of appropriate student support, and the practice of consistent, on-line faculty collaboration.
11. Oversee and direct the activities of the grade level and academic coordinators.
12. Conduct regular meetings with the faculty, departments or teams, and individual faculty members that deal both with routine school matters and with the stimulating exchange of ideas on issues of educational/philosophical interest and concern.
13. Supervise and evaluate teachers as necessary through the appraisal system.
14. Supervise and evaluate Primary School staff and administration.
15. Oversee the coordination of Primary School events, such as school assemblies and programs.
16. Monitor and guide assessment and reporting practices to ensure they align with PYP standards and practices.
17. In cooperation with Upper and Middle School Principals, ensure the clear articulation of the vertical and horizontal curriculum.
18. In cooperation with the Associate Head of School, ensure compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the School.
19. Assist in the admission process for the evaluation of applicants for enrollment.
20. Cooperate with the Associate Head and the Director of Human Resources to oversee the recruitment, hiring, retention, and assignment of the Primary School faculty and staff.
21. Maintain the Primary School budget in cooperation with the Primary School Office Manager and Chief Financial Officer.
22. In coordination with the Director of Facilities and Operations, oversee maintenance and design of Primary School facilities.
23. Keep the Associate Head of School informed of the general programs, activities, and issues.
24. Participate in all activities associated with the senior administrative team, including participation on Vision Team, and Teaching and Learning Committee as well as coordination with the Advancement, Human Resources, and Admissions Offices.
25. Perform other duties as may be prescribed by the Head of School.

Qualifications

- Bachelor's degree required; Master's degree preferred
- Knowledge and experience with the International Baccalaureate Primary Years Programme (IB PYP) including early years and primary ages.
- Two to five years of administrative experience preferred
- Proven ability to foster a collaborative, inquiry-based school culture.
- Strong understanding of international education and its core values, including diversity, equity and inclusion.

- Supervisory, appraisal and hiring experience
- Ability to prioritize, work effectively under pressure, and pay attention to detail
- Passion for WIS's mission
- Strong communication skills, a sense of humor, humility, and empathy
- Commitment to diversity and inclusion
- Previous experience at an international school and/or cultural fluency derived from international experience is a plus
- Fluency in French or Spanish in addition to English would be an asset, but is not required

Working Conditions

Working primarily in a climate-controlled office and classroom environment within a school. Outside at times.

Physical Requirements

To perform the duties of this job, the employee must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly, outdoors and on the telephone; physical agility to lift up to 35 pounds; and to bend, stoop, climb stairs and reach overhead.

Direct Reports

Teachers and Students

Approved by:	<i>Caroline Wood, Director of Human Resources</i>
Date approved:	<i>November 12, 2024</i>
Reviewed by:	<i>Lynda Miller, PS Principal and Natasha Bhalla, Associate HoS</i>