



THE
AMAZIMA
SCHOOL

**HEAD TEACHER
JOB DESCRIPTION**

DECEMBER 12 2018

SUMMARY

Reporting to the Country Director, The Head Teacher is responsible to implement and promote the mission and policies of The Amazima School. The Head Teacher is also responsible for the day-to-day management of the Education department, including teachers, substitutes, coaches, and directors within the department. Along with the management of the education staff, the Head Teacher is to work with other departments (Operations, Student Life, Medical, and Administration) to ensure the school day and its activities functions as scheduled.

DUTIES AND RESPONSIBILITIES

Sets an example of servant leadership: uses Biblical principles to resolve disputes, speaks to edify and encourage, and demonstrates faithful obedience to God's laws.

Recruit and hire all teaching staff. Train, orient, and supervise all teaching staff and assistants.

Communicate with the Country Director regarding academic, curricular, behavioral, and personnel issues.

Conduct regular faculty meetings.

With the Director of Studies (DOS), ensures regular classroom observations.

Ensures all faculty receive ongoing in-service training (Christian, Classical, Cross-cultural, and Pedagogical).

Ensures that all teaching staff obtain and maintain proper certification.

Make extracurricular assignments for teaching staff and assistants.

Provides regular formal and informal evaluations for all teaching staff and assistants.

With the DOS, create all curriculum needed for the school.

With the DOS, monitor the implementation of the curriculum, researching and recommending improvements and changes, and documenting curriculum guides and any accreditation requirements.

Approve all annual textbook and supply purchasing.

Coordinate the administration of annual achievement testing.

With the DOS, coordinate teachers and families in tailoring instructional interventions for any student with specific needs.

Communicate regularly with families of students including listening to and addressing questions and concerns.

Schedule regular academic events designed to bring parents and siblings to the campus.

Spend time in the students' homes and villages developing relationships with their immediate and extended families

Evaluate admission screening and school records to determine appropriateness of enrolling students. Sign off on all enrollment contracts.

Establish and maintain high standards of student conduct.

Coordinate scheduling of various student activities (field trips, sporting events, campus volunteer visits).

Monitor student progress (academic and character) of each student. Interacts regularly with Family Mentors, Family Mentor Partners, and the Dean of Student Life regarding each student.

Works with the Dean of Student Life to develop and coordinate student community service opportunities.

Oversees all student extracurricular and cocurricular activities: yearbook, newspaper, other publications, athletics, fine arts, etc.

With the Country Director, develops and implements all school disciplinary policies.

Regularly updates student manuals.

With the Country Director, develop appropriate relationships with the local and national educational officials

Represent The Amazima School at all appropriate functions

Serve on The Amazima School Leadership Team

QUALIFICATIONS

Must be a committed Christian who is in full agreement with the Statement of Faith of The Amazima School.

Professional and personal references must demonstrate observed manifestation of godly character and spiritual maturity.

Must be committed to the mission of The Amazima School and willing to make a long-term commitment to the job.

Must have a thorough understanding of support for the classical, Christian, and community approach to education adopted by The Amazima School.

Must be in agreement with The Amazima School Family-Student Handbook, The Amazima School Policy Manual, and have some familiarity with Amazima Ministries International.

Must have read and understand/be in agreement with Kisses from Katie, When Helping Hurts, African Friends and Money Matters, and Recovering the Lost Tools of Learning,

Prefer a minimum of a master's degree from a college or university.

Must have experience in administration and management of organizations/people.

Prefer experience living or working in a third world country.

Classical, Christian teaching experience preferred.

If married, candidate's marriage and parenting must demonstrate Christian character and maturity.