



Employer: The International School of Naples
Location: Viale della Liberazione, 1
Section: Support Staff
Unit: Administration
Job Title: Vice Principal/ Curriculum Coordinator
Grade: CCNL ANINSEI - Level VIIIA* – 38 Hours (over 5 days)
Responsible to: Principal

** Sono inquadrati i lavoratori che, subordinatamente alle direttive del titolare o del legale rappresentante o del Consiglio di Amministrazione della società che gestisce l'impresa scolastica, svolgono funzioni ad alto contenuto professionale e hanno in via continuativa la responsabilità di unità educative-formativa la cui struttura organizzativa non sia complessa. E' richiesto almeno il diploma di scuola secondaria di secondo grado.*

Main Purpose of the Job

Assist the principal in the overall operation, administration and continuous improvement of the school and be responsible for providing educational leadership under the direction of the principal in the areas of curriculum, instruction, assessment and professional development.

Qualifications: Master's Degree in education administration (strongly preferred), and a certified teacher with a minimum of 5 years of teaching experience and/or training in Administration and Supervision.

Required Experience in:

1. Proven experience of teaching
2. Proven successful experience in driving quality improvement in teaching and learning
3. Experience of effective performance management
4. Experience of effective change management
5. Curriculum / educational background including a formal teaching qualification
6. Experience of working effectively with employers

Language: Fluent in English



Desirable Qualifications & Experience

1. Evidence of successful school improvement planning and delivery
2. Evidence of playing an active role in school performance management
3. Experience of working with school Governors
4. Experience of working and developing links with the community

KEY TASKS

1. Serve as principal in the absence of the principal.
2. Assist the principal in developing and maintaining an effective educational program consistent with guidelines and the philosophy, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.
3. Help to ensure implementation of the curriculum.
4. Propose schedules of classes and extracurricular activities; help schedule courses, students and teachers.
5. Serve with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
6. Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of observations, documentations, and follow-up conferences.
7. Under the direction of the Principal, conduct staff observations, write evaluations and provide feedback to staff.
8. Work with administrative team in the interviewing, hiring, and orienting new staff
9. Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques.
10. Continually evaluating existing programs and practices, curriculum content, and pilot or experimental programs.
11. Encouraging and initiating continued improvement in curriculum and teaching methods in cooperation with Administration, subject area specialists, and faculty.
12. Observing, counselling, and motivating professional staff toward performances to attain the educational goals of the School.
13. Assist in coordinating school support services; help conduct safety inspections and safety drill practice activities.
14. Assist the principal in the transformation of the school culture into a results-oriented collaborative learning community.
15. Assist the principal in planning and implementing a professional development/growth program for teachers and staff
16. Supervise teachers and departments as assigned by the principal.
17. Explain and interpret division-wide curriculum/instructional goals and objectives to teachers, parents, pupils, and the community.



18. Assist in the coordination and supervision of the wellbeing of students.
19. Identifying intellectual, physical, social and emotional needs affecting students' success in school, and taking steps to direct and coordinate the efforts of teachers and parents with staff
20. Maintaining an educational philosophy and school climate, which encourages a cooperative and participating attitude on the part of all teachers and students.
21. Maintaining effective communication with the School community.
22. Affecting or recommending changes, which will lead to improved administration, supervision and opportunity for student development

EVALUATION:

The Principal shall evaluate the Vice-Principal in accordance with this Job Description, and such other criteria as shall be established by the Board of Directors.

These are the key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the forgoing job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.

Contacts

Pupils, staff and visitors

Appointing Manager's signature:

..... Date