

CAIRO AMERICAN COLLEGE

Cairo American College Human Resources Office

High School Assistant School Principal Job Description

Cairo American College

Cairo American College enrolls students in Pre-Kindergarten through Grade 12. The school is located in Maadi, a residential suburb about six miles from Cairo in an area near the Nile River marked by an abundance of gardens and trees.

A nonprofit organization, Cairo American College is governed by a 9 member Board of Trustees, primarily United States citizens residing in Cairo. The school is accredited by the Middle States Association of Colleges and Schools and is a member of the Near East-South Asia Council for Overseas Schools, the European Council of International Schools, and the National Association of Independent Schools. CAC offers the IB diploma as well as AP courses in high school.

The school is located on an 11-acre campus which includes the elementary, middle and high school buildings. The Elementary School is housed in a purpose built building completed in 2010. The High School (Grades 9-12) and Middle School (Grades 6-8) are located in separate buildings. The school's fine facilities include areas for music, and foreign language instruction in addition to dedicated ES Library housing 29,000 volumes. Other facilities include a swimming pool, auditorium, performing arts center, fields and gyms.

The High School

The CAC high school serves over 400 students representing approximately 40 countries, 43% of whom are U.S. citizens. While CAC's location and the exceptional diversity of its student body are taken into account, the curriculum is based on practices and standards of the best public and private schools in the United States.

The high school teaching staff is comprised of 46 teachers, 31 holding masters degrees and 3 holding doctoral degrees. While most of the school's staff is trained in North America, the High School has staff from New Zealand, the UK, Costa Rica, Brazil, Egypt and Korea. Our teachers are experienced, certified professionals, predominantly native speakers of English and many have advanced degrees and teaching specializations. Our teaching staff is complemented by qualified, committed and experienced support staff. CAC supports the professional development of its teaching staff to ensure that instructional trends and methodologies are kept current.

The students/faculty ration in the high school is 10:1 with an average class size of 16 students. All high school students must pursue the US High School Diploma. Each year, around 35% also choose to pursue the IB Diploma and over 90% of the students take at least one IB or AP course before graduation. CAC has an open enrollment policy and, as such, students are able to choose to challenge themselves by taking advanced courses provided they meet the course prerequisites.

An active and extensive co-curricular program compliments the high school curriculum with over 50 sports and activities. CAC's Week Without Walls program provides service, cultural and adventure opportunities in Africa, Asia, Australia and Europe, as well as in Cairo and throughout Egypt.

The Position

Cairo American College is seeking an outstanding educational leader who will assist the Principal in the implementation of the high school's programs, and will embrace the school's mission and vision.

The duties and responsibilities include:

Management and Planning

- Builds the high school master schedule.
- Builds the high school exam schedules (one per semester), proctor schedules and seating charts.
 - Coordinates with maintenance to prepare exam venues. Oversees the running of exams.
- Coordinates the high school's Week Without Walls program.
- Assists in establishing methods of communication to students, parents and faculty.
- Assists in implementing Board policy and establishing administrative guidelines for effective operation of the high school.
- Prepares classrooms for openings/closing of school as well as coordinates building maintenance and acquisition of supplies.
- Responsible for setting all duty schedules for faculty.

Curriculum and Assessment

- Assists the Principal in providing educational leadership and coordination of 9-12 curriculum as well as in K-12 curriculum articulation alignment and coordination.
- Assists the Principal in assessing and evaluating instructional program and making recommendations for change and/or improvements.
- Provides curricular leadership.

Students

- Carries out day to day responsibilities of student discipline; works with other administrators, teachers and parents towards achieving high standards of student behavior.
- Monitors student attendance and tardiness. Upholds school attendance policies.
 - Oversees weekly detention.
- Supports counselors in the Academic Probation process.
- Participates in "staffing" or "case" conferences as necessary.

Personnel

- Assists the Principal in evaluating the high school faculty within the requirements of the adopted teacher evaluation program and prepares the final teacher evaluation.
- Assists the Principal in monitoring staff morale and informing him/her about personnel problems and situations.
- Maintains effective communications with Principal and teaching staff and responds to their needs for support and assistance in dealing with student needs.
- Assists in holding regular faculty meetings within need and requirements of school.

Assists in developing and implementing new and returning staff orientation program.

The successful candidate will have

- Successful teaching and/or counseling experience, preferably at the high school level.
- Familiarity with the International Baccalaureate and Advance Placement programs.
- A valid teaching/counseling credential with a proven track record of excellence in the classroom and/or counseling.
- A Master's Degree, preferably in Educational Leadership or Supervision and Evaluation.
- Excellent interpersonal and communication (listening, written and oral) skills.
- The ability to work with technology and learn new technologies/programs with ease.
- The ability to stand firm on policy and practice, even when unpopular.
- Unquestionable personal integrity and professional ethics.
- A spirit of collaboration and ability to problem solve creatively.
- A good sense of humor and a genuine love of students.
- A strong work ethic and is able to work efficiently and independently.

Preferred Qualifications

- Prior experience with master schedule building.
- Prior high school administrative experience
- Overseas international school experience

Salary and Benefits

Salary and Benefits are highly competitive and will be dependent upon the qualifications and experience of the successful candidate. Details are available from the Human Resources Office.