



## Job Posting: Assistant Principal (Lower School)

Pioneers Baccalaureate School is seeking a full-time Assistant Principal for the Lower School. The assistant principal supervises academic coordinators (Arabic, Math/Science, English) and manages the day-to-day running of the school. Responsibilities include: ensuring clear and timely communication with students and parents about school events and important information; creating and updating class schedules; working with academic coordinators to ensure a high quality of teacher performance, curriculum, and student achievement; and evaluating teacher and student performance.

The ideal candidate will have at least 3 years of experience working in an educational setting. He/she will also have familiarity or experience with standard-based and skill-based learning ideologies, such as Common Core State Standards (CCSS), International Baccalaureate (IB) program, or Cambridge/IGCSE system. The Assistant Principal will be responsible, in conjunction with academic coordinators, for incorporating standard-based teaching and assessment into classroom instruction, training teachers, and documenting progress.

The employee should be a self-starter who is comfortable making decisions and leading a team. This employee will assist the Head of School with decision-making and policy implementation in areas of instruction, assessment, staff development, technology, and personnel.

**Please see instructions for application below. Applications without a CV/resume AND cover letter (in Arabic) will not be considered. Please write "Assistant Principal" in the subject line.**

Qualifications:

1. Exceptional Arabic language skills are required. Working capacity in English is an asset, but is not required.
2. Minimum BA/BS in education or similar field, with graduate-level work preferred or equivalent work experience
3. 3-5 years working as an educator or manager within an educational setting
4. Excellent communication skills
5. Ability to manage teams of people

The ideal candidate will have:

1. An energetic, dynamic personality and positive attitude, with a desire to create, inspire, and contribute to the school community
2. Excellent communication skills and ability to manage relations with and among students, staff, and parents
3. Experience in assessing student learning, as well as an understanding how each year's curriculum builds on the previous.
4. The ability to commit time outside of official school hours to organize or oversee clubs, activities, and/or events.

**TO APPLY: Please send a CV/resume and cover letter (in Arabic) to [employment@pioneers.edu.ps](mailto:employment@pioneers.edu.ps). In the cover letter, please include why you are interested in the position, and why you think you would be a good fit for this role. Please write "Assistant Principal" in the subject line.**

Pioneers is a non-profit, private school located in Nablus, Palestine. With a staff of over 90 teachers and administrators, and over 650 students in grades 1-12, Pioneers teaches a rigorous bilingual curriculum. Pioneers is a bicultural community grounded in critical thinking, inquiry, and creativity.

To learn more about Pioneers, visit our website: [www.pioneers.ps](http://www.pioneers.ps)