VACANCY ANNOUNCEMENT

Deadline: August 1, 2019

Title: School Administrator
Department: Education
Program: Jamal Harrison Bryant HOPE Academy
Location: Monrovia
Reports to: Executive Director

JOB SUMMARY
The Jamal Harrison Bryant (JHB) HOPE Academy is a small school with a big vision; “Every Child has a Right to QUALITY Education”. The School Administrator will provide strong leadership and effective administration in order to expand that vision into a Primary Education School System that will support the Elementary School and a Early Learning Center. The School Administrator will motivate and support staff to provide the best possible opportunities for student growth and development, both educationally and physically.

SPECIFIC DUTIES & RESPONSIBILITIES:
Responsibilities include, but are not limited to, the following:
- Provide direct supervision to the Director of Programs and Director of Instruction
- Manage the ACE program which provides professional development opportunities for instructional and other professional staff members assigned to the school
- Establish a strong working relationship with Ministry of Education and other educational partners
- Supervise general school routine and work with school management team to coordinate all school activities
- Continually evaluate existing programs and practices, curriculum content, and pilot experimental programs
- Maintain an educational philosophy and school climate which encourages a cooperative and participative attitude on the part of teachers, parents and students
- Develop and manage an annual workplan and budget
- Ensure that school records available and up to date for reference and reporting
- Perform all other acts reasonable and necessary to accomplish his/her primary function

QUALIFICATIONS
Education/Experience
- Relevant university degree. Bachelors required.
- At least 3 years’ experience in school administration.
- Experience in primary education preferred.
- Experience in managing program budgets and maintaining financial control

Skills and Competencies:
- Excellent oral and written communication skills
- Excellent computer skills
- Highly organized and able to meet tight deadlines
- Excellent communication, negotiation and partnership building skills
- Excellent leadership and team building skills
- Capable of multitasking and prioritizing

To apply, send letter of interest and cv to Human Resources:
Email: info@hopelib.org or Helping Our People Excel (HOPE), Inc.
Tubman Boulevard/Sophie’s Junction
Congo Town Monrovia, Liberia

Facebook: Hope Liberia Website: www.hopelib.org

Helping Our People Excel Inc. (HOPE) is a registered non-profit, non-governmental organization (NGO) working over the last ten (10) years on social-economic and community empowerment. The vision of HOPE is, “to ensure the social, educational and economic empowerment of the Liberian people with a special focus on women and children.” One of our key initiative is the Jamal Harrison Bryant(JHB)HOPE Academy. JHB HOPE Academy provides quality education for students from Pre-Nursery – 6th grade.