



Position: School Principal

Duty Station: Montserrado (**Paynesville**)

Report to: Executive Director

Supervisees: School Administrators and Teachers

Duration: One (1) year with possible extension base on funding

Background

Founded in 2011, Youth Movement for Collective Action (UMOVEMENT) is registered non-governmental, non-political and non-for-profit organizations; which strongly believe that a good education is the key to breaking the cycle of poverty and can create a better future for children and their families. UMOVEMENT programs compliment the effort of the Ministry of Education and the Sustainable Development Goals (SDGs:3,4,5&16). The core programs of Youth Movement for Collective Action are Education, Health Promotion, Disease Prevention, & Livelihood.

Meanwhile, Youth Movement for collective Action invites qualified individuals for the position indicated above at a **reputable Early Childhood and Elementary school (Beginners** . Applicants are requested to submit an application letter along with their CVs.

Competencies:

Candidate should:

- Have taught at least at the Grades -6 levels.
- Have served in a school leadership position for at least 3 years
- Be computer literate (Microsoft Word, Excel, Power Point)
- have very good communication skills- written and spoken English
- Have excellent organizational abilities
- Have knowledge of school administrative processes and national educational regulations
- Oversee day-to-day school operations
- Manage school logistics and budgets
- Set learning goals for students and teachers based on national curricula
- Monitor and report on teacher performance
- Present data from school performance to board members
- Research new resources and techniques to improve teaching
- Interview and lead in hiring school personnel
- Review and implement school policies
- Provide guidance and counseling to teachers
- Handle emergencies and school crises
- Organize school events and assemblies
- Ensure a safe and clean environment for students (e.g. implementing hygiene rules)
- Attend conferences to gain knowledge on current educational trends
- ensure that school facilities remain safe for students and faculty
- Plan regular maintenance of school grounds and equipment.

- research and acquire new materials and resources to improve the experience of both students and teachers.
- Setting performance objectives for students and teachers
- Implementing and monitoring school policies and safety protocols
- Hold Parent-school conferences as planned
- Be able to coach, mentor and inspire

Requirements/Person specification

- University degree in Education or any other related field.
- At least 2 years working experience as a supervising Principal
- Good command of Ms Office applications
- Experience working with PTAs, CEOs, DEO and education stakeholders

Person specification

- Strong command of English
- Good interpersonal and communication skills
- An individual with initiatives and strong team work skills
- Clearly conveying information and ideas through a variety of media to individuals or groups
- Establish courses of action for self and others to ensure work completed efficiently and effectively

Professionalism

Ability to apply various school monitoring strategies and implementation as designed. Show pride in work, demonstrate professional competence of subject matter, is conscientious and efficient in meeting commitments, observing deadlines & achieving results; show persistence when faced with difficult challenges, and the ability to identify issues, formulate opinions & make recommendations.

Communication

Speak and writes clearly and effectively; listen to others, correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed.

Teamwork

Work collaboratively with colleagues to achieved organizational goals, solicit inputs by genuinely valuing others ideas; is willing to learn from others; place team agenda first; support and act in accordance with final group decision.

Planning & Organizing

Develop clear goals that are consistent with agreed strategies, identify priority activities and assignments; allocate appropriate amount of time for completing work; use time efficiently.

Accountability

Take ownership of all responsibilities & operates in compliance with the organization regulations and procedures.

Creativity

Actively seek to improve school monitoring & supervision; take calculated risks on new and unusual idea; take an interest in new ideas and new ways of doing things.

Preference will be given to equally qualified women applicants.
Completed detailed applications documentation as specified above referring to **Vacancy # 007 School Principal** for should be forwarded to the attention of:
umovementliberia@gmail.com

Note: Deadline for Submission of application-July 30, 2021