



Job Vacancy:
Administrator THESE-JA003-2024

Job Title:	School Administrator
School's profile:	The Estella School of Excellence (THESE) is a non-profit organization newly established and accredited by the Ministry of Education. THESE is dedicated to providing quality education in Liberia.
Duration:	6 months with possibility of extension depending on performance and budget availability
Location:	Jamma Town, VOA – Parker Corner, Brewerville City, Liberia.
Objective of the Position:	The Administrator will oversee and manage the functioning of the entire school which includes educational programs, teaching staff budgets and recordkeeping.
Responsible to:	Proprietor
Responsible for:	Administrative Staff and Principal/Teachers
Duties and Responsibilities:	<ul style="list-style-type: none">• Design and direct educational programs such as the school's curriculum and others.• Provide effective leadership to all staff members, fostering a positive and collaborative work environment.• Develop and implement strategic plans to meet the school's goals and objectives.• Manage and supervise all administrative staff, ensuring their professional development and performance evaluation.• Collaborate with the teaching staff to develop and implement an effective and comprehensive curriculum that meets educational standards.• Monitor and evaluate the effectiveness of instructional programs, making necessary adjustments to optimize student learning outcomes.• Ensure compliance with all relevant educational regulations and policies.• Student Support and Discipline.• Develop and implement policies and procedures for student behavior, ensuring a safe and inclusive learning environment.• Coordinate and oversee student support services, including counseling, special education, and extracurricular activities.• Address disciplinary issues and implement appropriate measures to maintain a positive and disciplined school environment.• Maintain effective communication channels with parents, students, staff members, and external stakeholders.• Collaborate with the school board, community organizations, and other educational institutions to enhance partnerships and resources.• Attend and participate in meetings, conferences, and professional development activities to stay updated on educational trends and best practices.• Set performance goals for students and teachers and ensure these goals are attained.• Any other tasks assigned by the Supervisor.
Education:	A university degree in Business Administration, or related discipline (A master's degree in education will be an asset)

Professional Experience:	5 years of professional experience in School Administration
Language Skills:	Excellent spoken and written English
Personal Skills:	Good interpersonal skills, Proven ability to work in a team. Ability to communicate clearly.
Application Process:	THESE is an equal opportunity employer; therefore, all qualified candidates are encouraged to apply for this position most especially candidates residing in the Brewerville Community. Please send softcopies of a motivation letter, CV, copies of academic papers and details of 3 professional referees/former line manager to the below email with the subject "Administrator THESE-JA001-2024" . eschool.xlnt@gmail.com
Application Closing Date:	November 15, 2024
Starting Date:	January 2025