



**Notice of Position Opening
Internal/External
Full Time**

Title: Firestone School Supervising Principal
Posting Number: S-107
Posting Date: July 29, 2024
Reporting to: School Regional Principal/Education & Training Manager
Grade Level: S1

Applications will be accepted up to August 12, 2024

To strengthen, reinforce and replace retired exited employees of the Education Department, Firestone Liberia, LLC is permanently seeking **qualified and dynamic applicants** who will be responsible for monitoring the daily attendance of teachers, to ensure that classroom teachers are teaching according to the curriculum (grade books, lesson plan, educational material etc) and that the school environment is conducive for learning (academic, facilities, etc).

Responsibilities:

- Manage, evaluate, and supervise effective functioning of the school consistent with the philosophy, mission, values and goals of the school.
- Ensure that teachers present their reports on time. (Test grades, attendance, etc)
- Supervise the instructional programs of the school, i.e., lesson plans and observing classes (teaching, as duties allow) on a regular basis.
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school.
- Conduct meetings every marking period with staff and the PTA.
- Ensure that teachers nurture students through academic program such as (Reading Club, Quizzing, Essay Writing, debate, etc) to achieve their greatest potential.
- Make periodic reports to the Education Department through the Office of the Regional Principal (Academic, disciplinary, etc)
- Perform teacher's annual appraisal
- Perform other duties as may be assigned by the Education Department

Minimum Qualifications

BSc. Degree in Education or its equivalent with emphasis in Primary or early Childhood education.

Preferred Qualifications:

- Minimum 5 years of working in a school environment
- Work in schools' supervision, inspection, and administration



Working Conditions

- Works in door(Office) and out door(Various schools within the Firestone School System)
- Sometimes travels in and out of the concession areas of Firestone Liberia
- Exposure to noisy conditions.
- Face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone.
- Works weekly(Monday-Friday), Saturdays & Sundays if need arises
- Work near others, such as sharing office space.

**Send resume (max. 3 pages) to: FSLBHR@bfusa.com
Human Resources Department,
Firestone Liberia, LLC.
Please reference this posting number on all documents: S-107**

M.A. Kitch-Soree
July 24, 2024