

Principal's Job Description

JOB TITLE: Principal
 REPORTS TO: Board of Directors
 SUPERVISES: Students and all teachers of the school

NATURE AND SCOPE OF THE JOB:

The school Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Catholic learning environment that meets the approved curricula and mission of the school.

Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff hired by the Board of Directors and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

Desired Candidate Profile:

1. 15-20 years of overall experience in Academics and out of which minimum of 5 years of experience in holding a Leadership position in IGSCS.
 2. Exceptional Written and Spoken skills in English.
 3. Post Graduation with M.Ed / B.Ed preferably.
- Education-
- UG: Any Graduate - Any Specialization, B.Ed, M.Ed - Education
- PG: Any Postgraduate - Any Specialization

JOB FUNCTIONS AND RESPONSIBILITIES:

The school Principal shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations.
3. Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
4. Supervise the instructional programs of the school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
5. Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations.

6. 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. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters.
7. Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
8. Notify immediately the Board, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.
9. Keep the Board advised of employees not meeting their contractual agreement.
10. Research and collect data regarding the needs of students, and other pertinent information including the collection of detail regarding the sacraments students have received or are preparing for. Keep the Chaplain informed of this information.
11. Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings, as necessary, for the proper functioning of the school: weekly meetings for full-time staff; monthly staff meetings.
12. Establish and maintain an effective inventory system for all school supplies, materials and equipment.
13. Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
14. Assume responsibility for the health, safety, and welfare of students, employees and visitors.
15. Develop clearly understood procedures and provide regular drills for emergencies and disasters.
16. Maintain a master schedule to be posted for all teachers.
17. Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
18. Maintain visibility with students, teachers, parents and the Board.
19. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school. The Principal may not interfere with anyone's freedom to speak directly to the Chaplain.
20. Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
21. Use excellent written and oral English skills when communicating with students, parents and teachers.
22. Complete in a timely fashion all records and reports as requested by the Board. Maintain accurate attendance records.

CURRENT SALARIES OF ELEMENTARY SCHOOL PRINCIPALS

Salary and benefits compensatory with experience and education will be offered. If you would like information concerning the range for principals in your surrounding area public school district you should contact the local school district. Catholic School Principals have an even broader range of responsibilities than principals in public school. Since Catholic School Principals must be responsible for budgets, faith life and many other areas of governance not expected of public school principals, it is recommended that the salary reflect these increased levels of responsibilities.

Benefits

Bangladesh is a colorful and dynamic country filled with pleasant surprises. There are many recreational, services and social opportunities in Bangladesh.

In addition to a competitive salary, expatriate teachers and administrators are provided with:

1. Free housing accommodations and utilities
2. Healthcare insurance
3. Car and driver provided
4. 100% tuition benefit for dependents
5. Many options for professional development



BITL

Bangladesh International Tutorial Limited
start a legacy, leave a legacy

UTTARA OFFICE:
SENIOR SCHOOL, UTTARA
PLOT # 13, ROAD # 1/A
SECTOR – 14, UTTARA MODEL TOWN,
DHAKA- 1230.
TEL: NOS. 7920334, 7920340,
Email:
Web:

GULSHAN OFFICE:
SENIOR SCHOOL, GULSHAN
HOUSE # 36, ROAD # 43
GULSHAN – 2,
DHAKA- 1212.
TEL : 9845983
info@bitschool.edu.bd
www.bitschool.edu.bd

About Us

Bangladesh International Tutorial (B.I.T) was opened in August 1983, by the Founder Principal Ms. Lubna Choudhury.

In Uttara, B.I.T has a large plot of land where two buildings have been constructed- the Junior School and the Senior School. Classes range from Play Group to Class XII. In Gulshan, B.I.T has three campuses- the Junior School, the Middle School and the Senior School, where classes range from Play Group to Class XII.

The school has approximately 1650 students and the buildings in Uttara can accommodate up to 1800 students.

B.I.T follows the International General Certificate of Secondary Education (IGCSE) and International Advanced Level (IAL) Curriculum under Edexcel and the University of London. A great emphasis is given to sports and extra-curricular activities at the school.