



GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

MISSION

**MISSION INSPIRED.
CALLED STAFF.
CHRIST-INTEGRATED EDUCATION.
EQUIPPING STUDENTS TO
INFLUENCE THE WORLD FOR CHRIST.**

VISION

**A VIBRANT WORKPLACE FOR
STAFF. AN INSPIRING LEARNING
ENVIRONMENT FOR STUDENTS.**

CORE VALUES

**WE ARE CHRIST-CENTERED.
WE CARE FOR STUDENTS.
WE ARE COMMITTED TO EXCELLENCE.**

JOB DESCRIPTION

Job Title: Secondary Vice Principal

Category: Non-Thai; Half-time with teaching responsibilities or full-time

Division: Secondary

Reports to: Secondary Principal

POSITION PURPOSE & DESCRIPTION

To distribute duties currently performed by the principal and academic guidance counselor to meet student and staff needs more effectively; to ensure that systems are less vulnerable to breakdown in the absence of key knowledge holders; and to provide seamless coverage in the event of the absence of the principal or academic guidance counselor.

GENERAL QUALIFICATIONS

- Is a mature Christian
- A master's degree or higher in education; studies in leadership or administration helpful
- Ability to work with diverse personalities to define and achieve common goals
- Able to use technology appropriately to accelerate achievement of division goals
- Communicates effectively in both speech and writing
- Sensitive to colleagues and students from other cultures
- Good organizational skills
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

Trustworthy Culture

- Develops and maintains positive and healthy relationships
- Communicates effectively in both speech and writing.
- Is culturally sensitive.
- Models integrity and honesty.
- Is able to listen and respond appropriately.
- Addresses and deals effectively with conflict when it arises.

Talent Management

- Makes it a priority to develop his/ her staff members

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- Has the ability to have difficult conversations for the sake of growth and to bring out the best in people.
- Has the ability to create opportunities for growth and to empower his/her staff.

High Impact Strategy

- Makes a commitment to a Christ-integrated education.
- Has the ability to rally people around the vision of the school.
- Has consistent, high expectations for excellence.

Innovation and Involvement

- Has the ability to work in a collaborative and innovative way with diverse personalities to define and achieve common goals.
- Encourages intelligent risk-taking and learning through mistakes
- Challenges the status quo courageously.

Authentic Christian leadership

- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Exercises decisive leadership with humility.
- Represents the school in a favorable and professional manner.
- Is a relational leader who is present and approachable; knows what is going on in each division.
- Goes directly to the person/s concerned when questions and problems arise.
- Assumes responsibility for the personal professional growth of the staff.

Clarity and Accountability

- Maintains a robust and rigorous evaluation through data analysis with the ability to develop clear strategies for improvement.
- Ensures that overall objectives of the division are being met.
- Communicates clearly the goals and expectations for staff behavior.

CHRISTIAN CONDUCT/ MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential.
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

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MAIN TASKS AND RESPONSIBILITIES

Administration

- Fulfills the duties of the secondary principal in his or her absence
- Manages facilities requests from secondary
- Participates in department head meetings
- Shares leadership of staff meetings
- Shares in the supervision, observation, evaluation, and professional development of teachers as delegated by the secondary principal

Academic Program

Oversees the use of technology to facilitate 1) student scheduling and 2) teaching assignments

Students

- Handles student discipline, including suspensions (in consultation with counselor)
- Manages detention
- Reviews student progress reports
- Maintains student eligibility records
- Participates in new student / parent interviews
- Monitors students' attendance

Faculty

- Oversees class sponsors
- Manages assignment of class sponsors
- Oversees compliance with progress reports processes
- Participates in new staff interviews
- Manages assignment of mentors

General

Other duties as assigned by Secondary Principal