



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: Elementary Vice Principal

Division: Elementary

Category: Full Time (½ time teaching)

Reports to: Elementary Principal

POSITION PURPOSE & DESCRIPTION

The goal of the vice elementary principal is to support the elementary principal to create and maintain a vibrant workplace through servant leadership and the overall management of the elementary school. The elementary vice principal will uphold and model the standards that are part of a truly Christian School. The elementary vice principal will seek to use his/her God-given abilities to help lead, supervise, and administer the elementary school so as to promote the spiritual, social, emotional and educational development of each staff member and student.

GENERAL QUALIFICATIONS

The Elementary Vice Principal of Grace International School:

- Is a mature Christian
- Holds or is working towards a master's degree in education; studies in leadership or administration
- helpful
- Has experience in teaching and leadership qualities
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence
- Has the ability to use technology appropriately to accelerate achievement of division goals

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive.
- Models integrity and honesty.
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner..
- Goes directly to the person/s concerned when questions and problems arise.

May 2017

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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.

MAIN TASKS AND RESPONSIBILITIES

Administration:

Work with the Elementary Principal to:

- Develop an annual elementary strategic plan in line with the overall school's strategic plan.
- Administer the elementary school and its instructional program in all its facets.
- Attend some meetings with administrative personnel

Academic Program:

Work with Elementary Principal to:

Supervise instruction in all phases of the academic program.

- Lead the faculty in seeking to evaluate and improve a portion of the instructional program each year.
- Supervise the maintenance of accurate records on the educational progress of students (in the absence of the principal)
- Supervise the ongoing accreditation process at the elementary level.
- Approve textbooks selections.
- Supervise the grading system (in the absence of the principal)

Activities:

Support the Elementary Principal to:

- Represent the elementary school before the community.

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Curriculum:

Assist the Elementary Principal to:

- Lead in the development and updating of the curriculum.
- Supervise the instructional staff in the development and implementation of curriculum and student activities.
- Utilize all the resources of the school and the community in developing the most effective educational program.

Faculty:

Work with the Elementary Principal to:

- Performs semi-annual evaluations for staff two years and under and every other year for teachers in their third year and beyond.
- Involve instructional personnel in planning inservice education.
- Supervise classroom instruction.
- Supervise the school staff by providing assistance and making informal class visits.
- Meet regularly with staff members to encourage them and discuss their classroom management.
- Recruit, screen, and train the school staff, incl. new staff orientation
- Help in in-service for all school personnel and assist the Elementary Principal in leading in elementary in-service.
- Assign staff members to serve on curriculum review/textbook selection committees.

Students:

Assist the Elementary Principal to:

- Supervise proper discipline in the school according to discipline policy as stated in the Parent-Student Handbook.

The Elementary Vice Principal of Grace International School

Trustworthy Culture

- Develops and maintains positive and healthy relationships with students, parents, community, and staff.
- 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

- Has a passion to support teachers.
- Makes it a priority to develop teachers professionally and cultivate good teaching practices.
- Has the ability to have difficult conversations for the sake of growth and to bring out the best in people.

High Impact Strategy

- Makes a commitment to a Christ-integrated education.
- Has consistent, high expectations for the excellence of teaching and for the success of students.
- Has the ability to establish and maintain an inspiring learning environment.

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.

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- Has a love of learning; keeps abreast of trends, developments, and research.
- Utilizes the resources of the school and the community in developing the most effective educational program.

Authentic Christian leadership

Models a consistent walk with Jesus Christ in attitude, speech, and actions.

- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner.
- Is optimistic, energetic, and resilient.
- 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

- Ensures that overall objectives of the elementary curriculum are being met.
- Communicates clearly the goals and expectations for staff and student behaviour.
- Ensures elementary students and staff are in compliance with the GIS behavioral guidelines.
- Assumes responsibility for disciplinary actions in the elementary.