

Harare International School Seeks to employ a

Middle School Principal Effective August 2012

Harare International School (HIS) serves the needs of 515 students of the diplomatic international and local communities of Harare. HIS is a leading school in Africa and is fully accredited by the Council of International Schools and the New England Association of Schools and Colleges. In addition it is an IB World School offering the IB PYP and DP programmes. It is situated on a beautiful 22-acre, green campus with excellent facilities.

HIS seeks to employ qualified and experienced educators to join our forward looking and dynamic team. All candidates are strongly advised to read our plan for “Raising Student Achievement Through 21st Century Education” and must be able to demonstrate a commitment to a modern, student-centered approach to education that inspires and engages students.

In return we offer you a beautiful, well-resourced, supportive and inspiring place to work along with an attractive salary and benefits package.

Harare International School seeks a dynamic Principal to lead its Middle School. This is a new position at HIS following an administrative re-structuring and provides the right candidate with a unique opportunity to build a world-class Middle School Programme. Initially, the Principal would be responsible for Grades 6-8, but we are aware of the need to be flexible in this area depending on the programme implemented.

The main responsibilities of the position are to:

- Oversee all aspects of the curriculum process, including research, design and implementation of a world-class Middle School program that provides a smooth transition from PYP to DP.
- Work as part of the Senior Management Team on whole school issues.
- Support the implementation of the School’s Strategic and Student Achievement Plans.
- Promote and maintain a positive, productive school climate
- Supervise and evaluate faculty members and staff
- Foster a culture of inquiry based learning among the faculty
- Develop, maintain and monitor systems to support student learning
- Supervise, implement and monitor a master schedule of classes
- Oversee all aspects of parent/community relations within the Middle School

- Work collaboratively on whole-school curriculum and assessment articulation.
- Work in tandem with the Director of Student Services on counseling-related matters
- Oversee a broad extra-curricular program, including extensive student trips
- Assist the Director in the faculty hiring process, where warranted
- Propose and implement new programs and services as needed
- Serve as an *ex officio* member of Board committees
- Work with the Director on strategic planning and goal-setting

Preferred Attributes:

- Proven successful experience as an educational leader
- Strong instructional leadership, professional development and training skills
- 21st Century vision informed by current research and best practices
- Experience with and demonstrated commitment to IB Curriculum (strongly preferred).
- Ability to communicate effectively to all segments of the community
- Creativity and problem solving skills
- Strong background in the use of information communication technologies for the enhancement of education
- Strong interpersonal, intercultural communication skills
- Student centered, inquiry-based philosophy
- Experience in working in International Schools
- Proven adaptive skills and sense of humor requisite in working in The developing world.

Application Procedure:

Candidates are invited to visit the school's website to learn more about Harare International School and to download relevant documents – www.his-zim.com.

Applications that include a CV, covering letter and the details of 3 referees, should be sent to the Director at aderry@his.ac.zw

Deadline for applications: December 21, 2011

Initial interviews will be held via Skype through December and early January. Short-list interviews will take place during late January and early February in London, Boston and San Francisco at the respective recruitment fairs.

Interested candidates are strongly encouraged to submit applications early since we will make initial contact with suitable candidates as we hear from them.

Applications are welcome from teaching couples or individuals.