



Cairo American College Human Resources Office

Middle School Principal Job Description

Cairo American College

Cairo American College enrolls approximately 1400 students in Pre-Kindergarten through Grade 12. The school is located in Maadi, a residential suburb about six miles from Cairo in an area near the Nile River marked by an abundance of gardens and trees.

A nonprofit organization, Cairo American College is governed by a 10 member Board of Trustees, primarily United States citizens residing in Cairo. The school is accredited by the Middle States Association of Colleges and Schools (MSA) and is a member of the Near East-South Asia Council for Overseas Schools (NESAS), the European Council of International Schools (ECIS), and the National Association of Independent Schools (NAIS).

The school is located on eleven acres which includes the elementary, middle and high school buildings. The instructional program takes place in nine buildings as well as in outdoor spaces including two athletic fields, several playgrounds, an all-weather track, a heated swimming pool, and a multipurpose basketball/volleyball court. The theater facility seats 550 and houses the drama and dance programs. Separate buildings support music and art classes. Two indoor physical education facilities includes gymnasiums, an exercise room, classrooms, and PE offices. The Middle/High school library and the new Elementary School library provide state of the art library/media services. Multiple computer labs, classroom media centers, and laptop carts provide convenient instructional access to technology.

The Middle School

The CAC Middle School serves 350 students representing 40 countries, approximately 50% of whom are U.S. citizens. Students are supported by an exceptional, committed and caring faculty and staff who recognize that our students are in the transitional period from childhood to adolescence. Our Middle School students have access to many different curricular and extra-curricular activities aimed at meeting the individual interests and talents of our students.

The Middle School teaching staff is also organized to best serve the individual educational and developmental needs of students in this age group. At each grade, Middle School students are taught by a team of teachers who represent the basic academic disciplines (mathematics, language arts, science, social studies and physical education). Led by a team leader, each team is responsible for a variety of organizational tasks, including curriculum planning; student needs assessments, and school-parent communication.

Our Middle School is proud to have over 40 teachers, 2 counselors, and 10 support staff members dedicated to teaching Middle School students. Our teachers are experienced, certified professionals. They are predominantly native speakers of English and many have advanced degrees and teaching specializations. CAC supports the professional development of its teaching staff to ensure that instructional trends and methodologies are kept current.

In addition to the rich curricular and extra-curricular offerings, students in the middle school participate in a PRIME program through which they explore curricular trips in Egypt.

Both the Middle and High schools present musicals and plays throughout the year. Traditional events on the school calendar include Back-to-School Nights for parents, Peace Day, Fine Arts Festivals, Earth Day and a House System Spirit Week.

Students attending CAC represent a wide variety of cultural backgrounds. These cultural differences offer our school a unique opportunity to promote international awareness, cooperation, and service to others.

The Position

Cairo American College is seeking an outstanding educational leader who will further enhance the Middle School's outstanding programs and will embrace the school's mission and vision. The ideal candidate will have a proven record as a dynamic, approachable student-centered leader with excellent communication, interpersonal and collaborative skills. He/she will demonstrate a firm knowledge of the needs of Middle School students and will skillfully inspire the faculty to excel and further build upon the successes of the Middle School.

The successful candidate will be committed to supporting our core values of respect, trust, caring, safety and diversity. The current vision for this division is to create a Middle School learning environment where everyone is included, everyone is challenged and everyone is successful. We expect and encourage the faculty to share in:

- The stated Mission and beliefs of CAC – “The Big Four”
- A focus on implementation of a standards based grading and reporting system
- A focus on collective inquiry teaching and learning
- A commitment to collaboration in planning and practice
- Curriculum mapping with a focus on program articulation and CAC Learner Outcomes
- Technology integration
- Differentiated instruction
- Authentic/performance assessment
- Service learning and teaching about global issues
- A positive approach to the cultural realities of the host nation
- Creating independent learners and international citizens

The duties and responsibilities of the Middle School Principal include:

Supervision:

- Demonstrate role-model traits that enable others to recognize the Principal as a divisional educational leader and mentor.
- Ensure that all teachers and support staff have a clear understanding of their performance expectations.
- Supervise and evaluate all Middle School professional staff with the assistance of the Assistant Principal.
- Oversee individual and divisional professional development and coordinate such efforts in conjunction with the Superintendent and other Principals.
- Support the Strategic Plan of Cairo American College and the Accreditation for Growth process of the Middle States Association of Schools and Colleges.
- Develop the leadership capabilities of teachers.

Instruction and Curriculum:

- Demonstrate a solid understanding of the needs of Middle School students.
- Set divisional curricular programs and policies collaboratively with the administration and faculty.
- Continuously examine and assess the instructional program, in conjunction with the faculty, administrative team and the Curriculum Coordinator, to ensure the appropriateness of the curriculum, standards and benchmarks for the student body.
- Encourage and challenge professional staff to initiate curriculum improvement in line with the school's instructional program.
- Observe classes, ensuring that effective teaching methods and assessment practices consistent with best practices are utilized by the professional staff.
- Facilitate and support the standards based grading and reporting initiative which aligns with the CAC Learning Outcomes.

Communication:

- Communicate effectively with students, faculty, parents, colleagues, and the broader community.
- Exhibit effective listening skills.
- Seek the involvement of faculty, students and parents in a wide variety of school activities.
- Develop collaboration and seek the input of students, faculty, staff and parents in the major decisions affecting the middle school.

Recruiting:

- Assist with the recruitment and selection of Middle School staff.
- Provide input to the Superintendent for the selection of overseas hire candidates.

Student Life:

- Oversee and support the Middle School House system, curricular and co-curricular programs, and guidelines.
- Be an active participant and supporter of the after school student activity programs and parent events.

Management:

- Create an efficient, productive, professional and caring atmosphere where all students and faculty have the opportunity to be recognized for their best efforts.
- Assume responsibility for sound financial management including accurate program budget planning and fiscal accountability.
- Demonstrate the willingness to seek constant professional learning and professional growth as a committed life-long learner.
- Establish annual goals and work plans, in consultation with the Superintendent, that are consistent with the school's Strategic Plan and accepted program direction.
- Lead and facilitate the monthly meeting of the Middle School Community Advisory Team (CAT).
- Serve as a contributing member to the school's administrative team.
- Perform other duties and responsibilities as delegated by the Superintendent.

The successful candidate will:

- Have successful teaching experience, preferably at the Middle School level.
- Possess appropriate degrees and current certification in the area of Middle or Secondary School Administration.
- Have at least two years of full time experience as a Middle School Principal.
- Have demonstrated success in a multi-cultural school environment with the ability to foster trust in his or her leadership.
- Preferably have overseas international school experience.
- Demonstrate excellent interpersonal and communication (listening, written and oral) skills as well as strong analytical, decision-making and planning skills.
- Be student-centered, open, approachable, positive and of strong moral character.
- Work with the curriculum committee in leading the curriculum development process.
- Commit to and foster community involvement and support for students, programs and committees.
- Have demonstrated excellent organizational and managerial skills and the ability to work collaboratively with faculty and the administrative team to ensure the goals and plans of Cairo American College are achieved.

Salary and Benefits

Salary is highly competitive and will be dependent upon the qualifications and experience of the successful candidate. Benefits include housing, use of a school car, health insurance, life insurance, home leave, shipping in and shipping out allowance, retirement contributions and professional development funds.

June 2010