



### ***The Position***

The scope of responsibility for the Deputy Head of School will vary depending on the candidate's experience and strengths, but top candidates will demonstrate the ability to assume duties as needed in the following areas:

- Helping to mentor and supervise teachers and staff in partnership with the Head of School, including support with classroom management and organization;
- Working collaboratively with teachers, Head of School and the leadership team to enhance the processes of assessment and monitoring of student information to improve instruction
- Serving as a resource for professional development, identifying appropriate resources, and providing training when appropriate;
- Assisting in the development of a standards-based curriculum, identification of appropriate materials and resources, and helping to ensure alignment between grade levels;
- Assisting Head of School with discipline issues, providing support for students with behavioral challenges or special needs as a member of the Student Support Team;
- Assisting in the development and support of effective programming for English Language Learners as well as the acquisition of additional languages;
- Assisting the Head of School and WBAIS Business Office in the budgeting process as needed;
- Assisting the Head of School in development of effective schedules, calendars, transportation procedures, substitute lists, and plans for daily operation of the school;
- Assisting the Head of School in communications efforts, including the creation of newsletters, updating the school website, managing social media, and emergency communications, as well as information regarding curriculum, instruction, general procedures, and special events related to school
- In partnership with the Head of School, working with the JAIS Advisory Board to develop a long-term vision for JAIS, including enhancement of the elementary school and middle school programs.

### ***The Deputy Head of School is required to have:***

- A track record of exemplary practice as a classroom teacher, preferably with experience at both the elementary and middle school levels;
- Exemplary communications skills in both written and verbal form;
- Specialized knowledge in several areas of school practice such as special-needs education, literacy and language acquisition, curriculum development, communications, scheduling, or budgeting;
- Evidence of progressive development as a leader within K-12 schools;
- Experience and understanding of standards-based American education, curriculum, and educational philosophy;
- Demonstrated ability to manage complex cultural situations in an international school setting;
- Facility or demonstrated ability to quickly learn instructional and communications technology including Google Classroom, Powerschool, Seesaw, Facebook, and YouTube;
- Bachelor's degree in education or a related field, Master's degree preferred.

### ***Salary and Benefits***

Salary for the Deputy Head of School's position is competitive and will be commensurate with the candidate's qualifications and experience.

***Application Procedures***

To apply, please send the following in a single PDF file to [jobs@jerusalemais.org](mailto:jobs@jerusalemais.org):

- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position.
- A current resume/CV not to exceed two pages.
- A one-page statement outlining educational beliefs and leadership style.
- The names, current email addresses and telephone numbers, and positions of at least four confidential references, at least two of whom should have served as your supervisor. By submitting this information you agree we may contact these references directly.