GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. **Ministry:** Ministry of Education	

2. **Position Title:** Principal	3. **Salary Level:** L 4	4. **Division:** Senior Secondary School

5. **Reports To:** Senior Education Officer	6. **Direct Reports:** Deputy Principal and all HODs in SSS

Primary Objective of the Position: To ensure the proper management, plan, lead, organisation and controlling of the schools resources – i.e staff (Teachers and supporting staff), students and assets are effectively and sufficiently met the school's goals.

7. Position Overview

9. Financial: $611, 364.00	10. Legal: Education Act 2013, Kiribati National Condition of Service 2012 and Education Code of Ethics
11. Internal Stakeholders: • Deputy Principal • Heads of Department • SSS Supporting Staff i.e security • Students • Teachers To be referred to Manager: • Monitor and reporting on students' academic performance, discipline and factors that are needed by the school community concerning students	12. External Stakeholders: • Parents • School Committee • Students • Staff of MOE Headquarter To be referred to Manager • wider school community

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*
- *KDP/KPA: KPA 1:Human Resource Development*
- *MOP Outcome: KPA 1: Human Resource Development 1.5*

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Effective and efficient instructional leadership and process	Become part of professional learning community through the following steps:- 1. Facilitate students learning 2. Encourage students' participation in their own learning 3. Collaboratively work with colleagues in identifying best teaching strategies. 4. Linking curriculum, teaching and assessment together 5. Develop learning activities that are based on data (assessment results) 6. Be a good role model for the children	KNC, KSSC & SPBEA results Improved teacher performance Improved students' learning/performance Child-friendly school environment
Management (SBM- Working collaboratively	1. Self-appraise himself/herself using newly developed Kiribati Appraisal system 2. Continue to improve his/her leadership as well as teaching performance 3. Discuss and respond positively to staff appraisal reports done by peers or supervisors 4. Look after and manage the school properties well 5. Keeping the school as a sage ground for children. 6. Managing employees and provide motivation to enhance teaching capacity 7. Management of resources and to provide financial monitoring to the allocated funds. 8. Ensure that the school is property and maintain and to inform partners in support of school maintenance 9. Adapt to the new norm on ICT skills implementing in schools.	Student's achieved the recommended curriculum learning outcomes Student's Learning Achievement improved Quality teaching and learning in the classroom is maintain

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10. Key Challenges	11. Selection Criteria
A key challenges of the post is improving students' learning through teachers capacity building and morale. It is a common problem for the Principal to face disagreement with staff and student when decision reached it final which not favoring their views. Working with people and staff and even headquarter office staff is another burden when ideas are not run consecutively. The welfare of students is critical and the Principal often face parent demand and anger. This is requiring the ability to understand, patient and problem solving model.	**11.1 PQR (Position Qualification Requirement):** **Education: Master of Education** with 5 years teaching experience or Bachelor in Education with 10 years teaching experience and management skills. **Experience:** 5 year teaching experience or 10 years teaching experience **Job Training:** Teaching Professional Development
	11.2 Key Attributes (Personal Qualities): **Knowledge** **Leadership** – sound leadership skills with / and experience. Knowledge on the Teaching Service standards (TSS), School Improvement standards (SIP) and School leaders service standards (SLSS). **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders. **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

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Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

Instructing — Teaching others how to do something.

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Time Management — Managing one's own time and the time of others.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Persuasion — Persuading others to change their minds or behavior.

Conflict Resolution – courageous to resolve conflict within the school and community.

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	Attributes
	i. Honest
	ii. Smart
	iii. Respectful
	iv. Dutiful
	v. Leadership

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