



Escuela Bilingüe Internacional (EBI)

Job Description

Job Title: Assistant Principal (Grades 2-8)

Job Class: Full Time, Exempt

Reports to: Principal (Grades 2-8)

Start Date: Immediate opening or July 2023

EBI is seeking faculty and staff members who, in addition to their specific responsibilities, demonstrate the following:

- Enjoy working in an international, diverse school environment;
- Share in our values of bilingualism, educational excellence, diversity, international mindedness, and character;
- Support the mission and vision of EBI;
- Bring a positive attitude and a sense of professionalism to the School community;
- Embody all attributes of the IB Learner Profile

The Assistant Principal (AP) is responsible for supporting the Principal (2-8) with day-to-day operations of the San Pablo campus, directing the Student Life programs (2-8) for student inclusion and belonging as well as all activities involving the 2-8th grades students, families, faculty and staff. The AP is a strong student advocate who helps to maintain a vibrant, safe, and healthy school and student culture, in support and alignment with the school's mission, core values, and IB Learner Profile so that every student can thrive in a community of respect and care. The AP works closely with the Director of Well-being and SEL and the Pedagogical Leadership Team to develop our well-being and advisory programs and promote the school's DEIB values and goals. The AP is a key member of the Student Success Team.

Ideal Requirements:

- Bachelor's Degree in Counseling, Education, or related field required. Master's degree is strongly preferred.
- Two or more years of experience as an administrative leader is required, preferably in independent school.
- Four or more years as a classroom teacher is strongly preferred.
- Bilingual in Spanish and English. Native Spanish preferred.
- Strong understanding of the physical, social and emotional developmental stages of students ages 8 to 15.
- Extensive expertise in building and growing Middle School advisory and SEL programming with a restoratives practices approach.
- Knowledge and expertise of the IB Programmes.
- Commitment to DEIB/social justice, including anti-bias and safe identity educational practices.
- Strong knowledge and experience with best practices in Elementary and Middle School curriculum, instruction, and assessment.
- Strong knowledge and expertise of education technology and blended learning.
- Deep understanding of high school readiness and placement.
- Deep understanding of IB school communities with an ability to design, implement, and evaluate innovative educational programs for multiple constituencies.
- Ability to maintain composure, confidentiality, tact, sensitivity, and flexibility during peak stress periods and crisis situations.
- Willingness to lead and collaborate with diverse constituencies and teams
- Flexibility, given the uncertain times we are living through
- Commitment to 21st-century education, including knowledge of the key role of SEL practices in whole child education and international mindedness
- Joyful and empathetic educator who is a strategic thinker and a visionary builder.
- A champion of both students and faculty and staff.
- Thoughtful and adept at conflict resolution. Empathetic problem-solver.
- Collaborative leadership style and intentional commitment to life-long learning.
- Courage to support and/or make difficult or unpopular decisions, when needed.
- Excellent interpersonal, communication, listening, and organization skills.

EBI uses a salary scale that is based on education and years of experience and ranges from \$110,000 to \$130,000.

Specific responsibilities:

- Support the Principal in maintaining congruence between the school's mission and all activities of the school.
- Serve as a central and visible figure in the daily lives of students and a pivotal player in promoting equity. As a leader in student disciplinary processes, the AP must be guided by empathy, compassion, transparency, and fairness and must work collaboratively with the community to help implement restorative practices that promote accountability and learning in a 2-8 Grade setting.
- As guided by the Principal, support the implementation and development of the MYP Community Project and support the PYP Exhibition, serving as mentor and support with the event.
- Direct and develop the Student Life Program including advisories (well-being, belonging and E4S @EBI) in collaboration with the Director of Well-being and DEI, and the Pedagogical and Student Success Teams.
- Maintain a visible presence on the San Pablo Campus of the school and be regularly available to students, faculty, staff and parents to work toward a resolution of all problems - both routine and unique - as they arise
- Keep the Principal informed of the general programs, activities, and challenges of the school.
- Support the Principal with the day-to-day operations of the grades 2-8th programs, in particular Student Life, including compliance with regulations, and communications staff and families.
- Support students in developing plans for managing and/or changing behaviors that do not align low- to mid-level behavior expectations.
- Foster conditions for students to build positive relationships and develop agency to manage their own behavior and advocate for themselves .
- Serve as a consultant to teachers in matters of classroom management, community building and supporting students .
- Create a multicultural learning community that supports the full diversity of EBI students. This includes programmatic and community inclusivity.
- Meet parents as needed regarding the specific needs of their children, particularly as these relate to behavior and general well-being
- Function as the chief articulator of programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- Serve as a key member of the SST
- Serves as a member of the IB/CAIS/WASC Accreditation Team

STUDENT LIFE AND COMMUNITY

- Act as an advocate for students.
- Provide leadership opportunities and routes for students to grow as leaders

- Develop and implement ongoing student programming that is both fun and builds belonging and community,
- Facilitate the implementation of policies, regulations, guidelines, and procedures pertaining to student behavior and attendance
- Communicate with students, parents, and staff in a timely manner regarding student behavior and attendance issues.
- Manage day-to-day disciplinary issues in the San Pablo campus, working closely with faculty and staff to ensure compliance with school policies.
- Serve as an instructional resource for intervention and equity services to support the development and growth of equitable systems and practices.
- Work with SST in providing guidance and motivation for student success and in collaboratively developing plans for students who struggle.
- Coordinate and facilitate restorative practices approach to discipline, including No Bully approach or alike SEL and/or disciplinary programs, and serve as a liaison with key faculty and staff to support a systemic approach.
- Provide consultation with staff as necessary to address student behavioral issues and develop individual student plans for behavior improvement
- Support students in extra-curricular activities by ensuring all events are attended by members of the faculty, when applicable
- Supervise students during unstructured times such as before and after school, during passing times and during lunch periods
- Make recommendations concerning the revision and updating of student code of conduct, rules, regulations, and handbooks (annual review)
- Serve as emergency substitute teacher when need arises
- Act as the point person for students on a leave or with restricted attendance (i.e. partial days due to medical issues)
- Oversee the advisory systems, partnering with the SST and Grade Level Teams
- Coordinate the year schedule for advisory in each grade (2-8) in collaboration with Director of Well-being and DEI, creating year-long themes (E4S or others) and developmentally appropriate curriculum for advisory
- Attend conferences, seminars, and workshops to improve and enhance professional skills
- Lead, develop and direct the Student Life Programs (2-8), including the development and implementation of the Advisory programs and IB Learner Profile seminars to support student well-being and success.
- Coordinate and collaborate with the Director of EC Programs (PK-1) and Director of Well-being and DEI in the development of SEL Programs and advisories.
- Serve as a key member of the SST
- Create a multicultural learning community that supports the full diversity of EBI students. This includes programmatic and community inclusivity.

- Support Principal with the high school placement process.

FAMILY COMMUNICATION

- Support Principal with managing communications between the school and families regarding the Lower School program.
- Regularly communicate with parents regarding school Student Life and MYP activities, events and the program.
- Attend family coffees as requested by the Principal
- Meet parents as needed regarding the specific needs of their children
- Plan and presents informative session for parents
- Publish updates related to the program in EBI Al Día as requested

FACULTY AND STAFF LEADERSHIP

- Mentor teachers and model good inquiry practice in the classroom
- Assist the Principal with leading the faculty in the articulation of the school mission, school goals, department goals, course objectives, subject objectives, methods and means of assessment through development of academic policies and curriculum.
- Support Principal with the day-to-day operations to direct the activities of the members of the school instructional and the non-instructional staff in the performance of their duties inside and outside the classroom
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and a recognition of individual differences and the special abilities and strengths of each team member.
- Collaborate with the Principal and Head of School regarding the hiring and retention, and the assignment of faculty.
- Support the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
- Support Principal and Teaching and Learning Department with preparation of 2-8th grade class schedules and to assign teachers and students to classes and other obligations.
- Oversee and direct the activities of faculty committees at San Pablo.
- Support and conduct regular meetings with the lower or middle school faculty as requested by the Principal to support operations for student learning success.

- Collaborate with the Director of Academics, Director of Student Success and Growth and Director of Early Years Programs to ensure vertical and horizontal ATL and LP alignment , evaluation, assessment and continuous improvement of the 6-8th grades curriculum.
- Support the Pedagogical and SST teams as requested.
- Support the Pedagogical Leadership Team with standardized assessments as requested.
- Monitor and guide the developmental growth and learning of all 2-8th grade students; oversee the evaluation and the reporting of progress and methods used by teachers in measuring student achievement.

ADVANCEMENT

- Assist in the admission process including supporting DA/Pedagogical Team with testing and evaluating of applicants for enrollment, interviewing families and generally supporting the selection process.
- Participate in admissions-specific events such as Open Houses, Info sessions, tours, or others as requested by the Principal, Head of School or Advancement Department.
- Support and participate in the school's efforts to advance the mission of the school, including community and fundraising events.
- Support the planning of academic programming events to include Black History Month, Chinese New Year Celebration, and STEM events, among others, for MYP students.

EXTRA-CURRICULAR ACTIVITIES

- Oversee the coordination of co-curricular and extracurricular activities and programs of the school; assist in the planning and the presentation of school assemblies, clubs, and special events; assist in maintaining a comprehensive calendar of school events; keep the entire school community informed of various school programs and activities.
- Oversee and coordinate field trips (2-8) and student overnight trips (5-8), including attending them as requested by the supervisor.

OPERATIONS

- Provide an orderly, well-managed environment in which learning can take place, a school climate which is supportive and which reflects high morale. Monitor employee satisfaction and level of engagement and make modifications for improvement as needed.
- To ensure compliance with employee handbook requirements and legal requirements of government regulations and agencies; to maintain the educational standards established by the State of California and by those agencies that examine and accredit the school.

Performs other duties as assigned by the Head of School or Principal.

To be considered for the position, please complete an application, send a letter of interest, a resume, and contact information for four professional references, including current and former supervisors, to [Zeltzin Jimenez](#), Executive Assistant to the Head of School. Please generate all documents as one MS Word doc or a converted PDF file. Incomplete files, or files or candidates that do not meet the desired qualifications, will not be considered.

This is a fast track search. Applications will be reviewed as they are received, and the position will remain open until filled. Prospective candidates may learn more about the school by visiting our [website](#). Thank you for your interest in Escuela Bilingüe Internacional (EBI). No phone calls or emails, please.

EBI is an Equal Opportunity Employer and is committed to diversity. We encourage all qualified candidates to apply.