



Escuela Bilingüe Internacional (EBI)

Job Description

Job Title: Principal (2-8)

Job Class: Full Time, Exempt

Reports to: Head of School

Start Date: July 15, 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

This position is responsible for supervising the day-to-day operations of the 2-8th grades and campus, including all activities involving the 2-8th grade students, families, faculty and staff. The Principal for 2-8th grades will lead, manage and administrate the program for the holistic development of learners as well as promote parent and community involvement. The Principal of 2-8th grades serves on the Senior Leadership team and reports to the Head of School.

Ideal Requirements:

- Bachelor's Degree in 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.
- Five or more years as a classroom teacher is required.
- Bilingual in Spanish and English required. Native Spanish strongly 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 programming
- Strong knowledge and experience with best practices in Middle School curriculum, instruction, and assessment.
- Knowledge and expertise of the IB PYP and MYP Programmes strongly preferred.
- 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.
- Understanding and commitment to DEI/social justice, including anti-bias and safe identity educational practices
- Willingness to collaborate with diverse constituencies, work in a diverse team, and be a leader
- Flexibility, given the uncertain times we are living through
- Ability to maintain composure, confidentiality, tact, sensitivity, and flexibility during peak stress periods and crisis situations.
- 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
- High degree of emotional intelligence and adept at handling difficult conversations
- Excellent interpersonal, communication, listening, and organization skills, prioritizing forming strong relationships with students, faculty, staff and families.

EBI uses a salary scale that is based on education and years of experience and ranges from \$145,000 to \$155,000

Specific responsibilities:

- Maintain congruence between the school's mission and all activities of the school.

- 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 Head of school informed of the general programs, activities, and challenges of the school.
- Be responsible for the day-to-day operations of the grades 2-8th programs, including compliance with regulations, and communications staff and families.
- Function as the chief articulator of 2-8 programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed consistent with their individual roles.
- Serves as a key member of the Pedagogical Team and EBI Student Success Team.
- Serves as a member of the CAIS/WASC Accreditation Team.
- Supports the IB PYP and MYP self-studies.
- Serves in Board Committees as assigned by the Head of School.

TEACHING, LEARNING and ASSESSMENT

- In partnership with the DA, responsible for the implementation of the EBI 21st-Century Whole Child Education vision.
- In collaboration with the Director of Academics (DA) ensure the implementation of the IB PYP and MYP programmes at the San Pablo Campus.
- Collaborate with the DA in providing support and guidance to the Director of MYP.
- Support the DA to ensure the PK-8 vertical and horizontal alignment, evaluation, and continuous improvement of the 2-8th grades curriculum, in collaboration with the Directors of MYP and PYP and PK-1 Principal.
- Collaborate with the DA, Directors of PYP and MYP Programmes, and other members of the Pedagogical Leadership Team in the development and implementation of the IB PYP and MYP.
- Monitor and guide the developmental growth and learning of all 2-8th grade students; maintain complete academic records for all students; oversee the evaluation and the reporting of progress and methods used by teachers in measuring student achievement.
- Support and oversee the development of personalized learning plans for students.
- Collaborate with the Director of Well-being, Character and SEL programs and other members of the EBI Student Success team to support student success.

FACULTY AND STAFF LEADERSHIP

- Lead 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.
- Act as the educational leader for the corresponding area, responsible for 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.
- Observe, supervise, and collaboratively evaluate the 2-8th grade faculty and staff in the development and implementation of curriculum, in collaboration with the DA and Director of MYP Teaching and Learning; to supervise the learning process, and to review and evaluate the academic programs.
- Collaborate with the DA in the development and maintenance of the 2-8th grades professional development program to provide consistency in school practices.
- 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.
- Evaluate all 2-8th grade faculty and staff in collaboration with the DA.
- Collaborate with the Head of School regarding the hiring and retention, and the assignment of faculty.
- Assist with establishing programs for 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.
- Oversee the development of the 2-8th grade class schedule, as supported by the DA, and other division leaders, and to assign teachers and students to classes and other obligations.
- Oversee and direct the activities of faculty committees.
- Conduct regular meetings with faculty regarding routine school matters and to promote the stimulating exchange of ideas on issues of educational/philosophical interest and concern.

STUDENT LIFE AND COMMUNITY

- Responsible for the well-being and success of students.
- Responsible for establishing guidelines for proper student behavior and response in alignment with the school mission, values, and the IB Learner Profile consistent with school policies; balance the individual needs of students with that of the entire community while upholding community standards for behavior; to maintain accurate records of student attendance and citizenship.
- Serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.

- Engage the community at large and provide updates by hosting regular coffees and parent events.
- Support, collaborate and guide the Dean of Students in the academic and socio-emotional development of students.
- Collaborate with the Director of Well-being and Learning Services in the academic and socio-emotional development of students.
- Lead and manage the high school placement process for students, as well partner with families and potential high schools to ensure matriculation success, supported by the Assistant Principal.

FAMILY COMMUNICATION

- Manage all communication between the school and families regarding the Lower School program.
- Regularly communicate with parents regarding school activities, events and the program.
- 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
- Serve as liaison between EBIPA and the 2-8th grades divisions.

ADVANCEMENT

- Responsible for retention of students at the San Pablo campus.
- Participate in all admissions-specific events such as Open Houses, tours, or others.
- In collaboration with the Director of Admissions, assist in the admission process including testing and evaluating applicants for enrollment, interviewing families and generally supporting the selection process.
- Support and participate in the school's efforts to advance the mission of the school, including community and fundraising events.
- Responsible for the planning and execution, in collaboration with the leadership team and staff, of academic programming events to include Black History Month, Chinese New Year Celebration, and STEM events, among others.

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 and special events; assist in maintaining a comprehensive calendar of school events; keep the entire school community informed of various school programs and activities.

- Partner with the Director of Community Programs to support students in their various transitions throughout the school day.

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 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.
- Recommend which classroom materials should be purchased according to the program implementation
- Keep an inventory of the classroom materials to allow a good administration of the materials
- Maintain a division budget as assigned by the Business Office and Head of School

Performs other duties as assigned by the Head of school.

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 document 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.