

### Job Description: Elementary Principal

**Position Title:** Elementary Principal

**Location:** Tashkent International School

**Type:** Full-Time

**Reports To:** Director

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### Position Summary

The Principal is responsible for the overall **educational leadership** and **management** of the elementary division and serves as a member of the School Leadership Team. The principal is expected to be an **extraordinary educational leader** who drives significant and positive transformation in teaching, learning, and school culture. The Principal **inspires, influences, and energizes** educators and students, fostering a joyful and dynamic learning environment. The Principal will support the implementation of the **Primary Years Program (PYP)**, promote **student growth through data-driven decision-making**, and ensure alignment with TIS Learning Principles.

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**Tashkent International School Purpose** *We are a learning community that challenges ourselves, explores boundaries, and makes connections to create a positive difference.*

### TIS Learning Principles

- Learning involves individual choice, autonomy, and agency.
  - Learning is a process of inquiry, feedback, and reflection in authentic contexts.
  - Learning is enhanced through individual and community relationships.
  - Learning is enhanced in a physical environment that is safe, welcoming, adaptable, and inspiring.
  - Learning transcends disciplines.
  - Learning is essential to the creation of a better world.
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### Essential Duties and Responsibilities

#### 1. Instructional Leadership

- Provide a vision of **academic success** for all students by aligning the PYP/IB program with TIS's Purpose and Strategic Plan.
- Support the **PYP Coordinator** with the implementation of IB Standards and Practices.
- Ensure compliance with accrediting agency standards and implement procedures outlined in school policy.
- In collaboration with the leadership team, supervise teachers to ensure student growth, provide performance feedback, and encourage professional growth.
- Use **student data** to guide instructional strategies, assess progress, and design interventions to improve learning outcomes.
- Foster an inquiry-based approach to **teaching and learning**, celebrating students' natural curiosity and creativity.

## 2. Culture and Community Building

- Foster leadership and build the capacity of all teachers and **middle leaders**, including the PYP Coordinator, TALL, and Student Support Team.
- Promote a school climate that is **conducive to learning** and student well-being.
- Develop a sense of **community** with parents and families, ensuring engagement through timely communication, meetings, and conferences.
- Celebrate student and teacher successes, creating an atmosphere of **joy and achievement**.
- Ensure a safe and supportive environment for all students and staff.

## 3. Operational Leadership

- Lead and manage **student admissions, discipline**, and pastoral care programs.
- Serve as the **Designated Safeguarding Lead**, participating in the child safeguarding team.
- Conduct **faculty appraisals**, develop growth plans, and oversee professional development programs.
- Oversee schedules, timetables, duty rosters, MAP testing, and curricular field trips.
- Collaborate with the Director and HR to identify recruitment needs and recommend appointments or renewals.
- Develop the divisional budget and manage resources efficiently.
- Liaise with the Facilities Manager to ensure the upkeep and maintenance of facilities.
- Serve on Board committees to support the school's **strategic direction** and operational planning.
- Update and implement operational policies as needed, collaborating with school leadership.
- Other duties as assigned by the Director.

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## Leadership Dispositions

The ideal candidate will be a highly qualified educator and leader who:

- Demonstrates **excellent interpersonal skills** and a collaborative mindset.
- Is **organized** and possesses strong writing, technical, and communication abilities.
- Can work independently and effectively lead and manage teams.
- Is passionate about **student-centered learning** and nurturing a culture of inquiry and wonder.
- Has a joyful, innovative approach to leadership that inspires educators and energizes the school community.

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## Qualifications

- **Educational Background:** Master's Degree (or in progress) in Educational Administration, or Curriculum Studies.
- **Experience:** Minimum of 10 years of teaching, with at least 5 years in a leadership role.
- **IB Experience:** Required experience with the Primary Years Program (PYP) and implementation of IB Standards and Practices.
- Proven ability to use **student data** to drive instructional improvements and student success.
- Demonstrated experience in supporting **professional development** and teacher growth.

### Why Join Us?

- Lead a world-class **PYP/IB program** dedicated to inquiry-based learning and academic excellence.
  - Work with a collaborative team of passionate educators committed to student growth and success.
  - Be part of a **learning community** that values relationships, creativity, and joyful learning.
  - Make a **lasting impact** on the growth, wonder, and success of young learners.
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### How to Apply

Interested candidates should submit a **resume**, **cover letter**, and **statement of educational philosophy** to

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Applications will be reviewed on a rolling basis.

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