



SIAS INTERNATIONAL SCHOOL

CARING
懂得关爱

PRINCIPLED
坚持原则

RISK-TAKERS
勇于尝试

BALANCED
全面发展

Phone (0371) 88908999 | 19137129398

Web: www.siasinternationalschool.org

Intersection of Chaoyang Road and 4th Longteng St., Zhengdong New District, Henan province, China 450000

Secondary Principal Job Description

Department: Instructional Department

Term of Employment: 2 years

Band: Principal

Reporting Accountability: Deputy Head of School

Position Overview:

The Secondary Principal is the instructional leader of the Middle Years Programme (MYP) and Diploma Programme (DP), overseeing the overall operation of the secondary school from Grade 6 to Grade 12. This role focuses on students' academic achievement, personal growth, and emotional well-being during their critical adolescent years. The Secondary Principal should demonstrate a strong commitment to the International Baccalaureate (IB) programs and international education, promote collaboration among teachers and students, build strong relationships with parents, and ensure that learning objectives are met.

Scope of Responsibility:

The Secondary Principal is essential in managing the operations of the secondary school, overseeing the budget to allocate resources for academic and extracurricular programs. This role also involves creating balanced schedules that optimize learning and align with International Baccalaureate (IB) standards. Community engagement is vital, requiring effective communication with parents and local organizations to enhance the educational experience. The Secondary Principal ensures successful student outcomes by guiding them through graduation and supporting their transition to higher education, working closely with the university counseling team to help secure placements in suitable universities. Ultimately, the Secondary Principal fosters a supportive environment for students and staff, preparing students for success in their future endeavors.

Major Responsibilities and Duties:

1. Curriculum and Instruction

- Ensure effective implementation and continuous development of IB MYP and DP programs.
- Work with MYP and DP Coordinators to maintain curriculum integrity and ensure IB authorization compliance.



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- Ensure continuity between MYP and DP in content, skills, and assessment methods, and organize cross-program teacher collaboration to support student transition.
- Provide professional development for teachers on IB teaching strategies and assessment methods.
- Manage internal and external assessments for MYP and DP, track student academic progress, and use data to improve teaching practices and provide personalized support.
- Assist in college counseling efforts to prepare students for university applications.

2. Student and Teacher Supervision

- Conduct regular classroom observations and provide constructive feedback.
- Supervise student discipline procedures and implement positive behavior initiatives.
- Lead teacher evaluation and mentorship programs to support teacher growth and help them adapt to the teaching environment at Sias IS.

3. Parent and Community Engagement

- Conduct informational meetings for parents about MYP/DP programs and student academic achievements to boost parent-school collaboration.
- Work closely with academic advisors and counselors to support student well-being.
- Assist in school marketing efforts to enhance the reputation of the DP program both within and outside the school to maintain strong enrollment.

4. Administrative Duties

- Develop and manage the secondary school budget.
- Facilitate the admission and placement of MYP and DP students in cooperation with the Admissions Department and support the transition of transfer students enrolling at Sias IS.
- Direct extracurricular and intramural programs
- Coordinate teacher schedules, supervision duties, and school events.
- Assist in hiring and onboarding new MYP/DP faculty.
- Participate in school-wide leadership discussions and policy development.

5. Other Duties

- Assist in organizing school ceremonies and leadership initiatives.
- Act as a member of the Senior Leadership Team to promote a cohesive schoolwide educational program, campus safety, faculty support, and community building.
- Follow the Professional Code of Conduct, Professional Expectations, and Child Protection Policy
- Assist with all written accreditation reports required as needed.
- Attend all school functions and school-wide events
- Plan specific times outside the academic calendar to mark the opening and closing of the school year.



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- Assist with any other duties as assigned by the Head of School and Deputy Head of School.

Qualifications and Experience:

- Master's Degree (higher degree preferred) in Education, Administration, or a related field.
- Minimum of 5 years teaching experience and at least 2 years as a principal, with a strong background in IB MYP/DP programs.
- Strong understanding of university options and admissions processes for North America, UK, Australia, and Asia
- Up-to-date understanding of key issues and best practices in international education.
- Experience in curriculum leadership, teacher training, and student assessment.
- Proven ability to lead teams and implement school improvement initiatives.
- Superior leadership, organizational, and communication skills.
- Experience in managing student behavior, discipline policies, and academic counseling.

Sias IS is committed to the protection of all children and young people from harm. Belief in and alignment with Sias IS core values and mission statement are non-negotiable.