



## CENTRAL JAMAICA CONFERENCE

### Job Vacancy Principal

#### Principal | Willowdene Group of Schools

The Willowdene Group of Schools is seeking an exceptional, vision-driven **Principal** to serve as our educational and spiritual leader. The Principal is responsible for the comprehensive oversight and operational management of the institution. This pivotal role involves ensuring strict compliance with educational policies and regulations, fostering a clean and safe learning environment, and promoting effective communication across all stakeholders.

The successful candidate will champion the highest ideals of the Seventh-day Adventist Church, seamlessly integrate faith and learning into every facet of the school's academic and spiritual culture. Working collaboratively with the Board Chairman, Education Director of the Conference, administration, staff, and parents, the Principal will drive the strategic initiatives necessary to achieve our school's holistic goals.

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## Key Duties & Responsibilities

### Spiritual & Strategic Leadership

- Lead the school's strategic and spiritual plans, ensuring the integration of Seventh-day Adventist faith and philosophy across all curriculum and activities.
- Nurture the personal, social, and spiritual development of both teachers and students.
- Serve actively as the Secretary of the School Board.

### Governance & Compliance

- Maintain close communication with the Board Chairman and Education Director regarding school operations.
- Ensure strict compliance with the policy requirements and standards of both Adventist Christian Education and the Ministry of Education.
- Lead preparation for institutional evaluations/accreditation and ensure the safe storage, integrity, and confidentiality of all school records.

## **Instruction & Personnel Management**

- Supervise and elevate the school's instructional and curriculum programmes.
- Recruit, interview, hire, onboard, and evaluate qualified teaching and support staff.
- Foster shared decision-making with the administrative committee, vice principals, and coordinators.

## **Operations, Safety & Conduct**

- Establish and enforce rigorous health, cleanliness, and safety procedures for all stakeholders on the school grounds.
- Implement clear guidelines for student conduct and a proactive disciplinary framework.

## **Stakeholder & Community Relations**

- Manage timely, professional communication updates for parents, staff, board members, local churches, and businesses.
- Build productive partnerships with external businesses, attend required educational seminars and conduct parent home visits when necessary.

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## **What You Bring:**

- A Master's degree in Educational Administration, Leadership, or a closely related field is typically required.
- A minimum of five (5) years of successful experience combining classroom teaching and school administration.
- A proven track record in developing and implementing school improvement plans.
- Demonstrated experience in staff supervision, evaluation, and professional mentorship.
- Exceptional analytical, organizational, and communication skills.
- A high degree of integrity, a proactive approach, and a strong commitment to the mission and values of the Willowdene Group of Schools.
- Sound knowledge of the Seventh-day Adventist (SDA) denominational beliefs.

*Interested candidates who meet the specified requirements are invited to submit their Cover Letter, a detailed Curriculum Vitae, and a pastoral recommendation letter to [hr@centralja.org](mailto:hr@centralja.org) no later than July 10, 2026. We thank all applicants for their interest; however, only shortlisted candidates will be contacted.*

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## **SELECTION AND RECRUITMENT PROCESS**

Please note that all candidates must provide complete and accurate information. To apply, please follow the instructions below:

1. Submit an up-to-date Resume/Curriculum Vitae that includes the month, year, and company name of employment for all experience and a cover letter to: [hr@centralja.org](mailto:hr@centralja.org). The subject of the mail should be **“Principal”** and addressed to the Human Resource Manager, Central Jamaica Conference of Seventh-day Adventists, 58 Brunswick Avenue, Spanish Town, St Catherine
2. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.
3. Only selected candidates will be further contacted and will be required to present original degrees and request transcript of their grades to be sent directly the Office of Human Resource
4. Candidates in the final selection step will be subject to reference checks based on the information provided.
5. A detailed job description is attached for more information.

***As a Seventh-day Adventist institution, Central Jamaica Conference gives preference to qualified individuals who are members of the Seventh-day Adventist Church.***

**CLOSING DATE: July 10, 2026**