



**WILLOWDENE GROUP OF SCHOOLS
JOB DESCRIPTION**

| | |
|------------------------|------------------------------------|
| Job Title: | Principal |
| Reports To: | Board Chairman |
| Department: | Willowdene Group of Schools |
| Classification: | Full-Time |
| Date Prepared: | Date Revised: April 2025 |

Position Summary: The Principal serves as the educational leader, responsible for the oversight of the total operations of the Willowdene Group of Schools. This includes ensuring compliance with policies, regulations, and procedures; promoting the highest ideals of the Seventh-day Adventist Church and the integration of faith and learning; ensuring the safe storage and integrity of school records; promoting effective communication at all levels; leading the development and implementation of strategic and spiritual plans; and fostering a clean, healthy, and safe learning environment. The Principal works collaboratively with the Board Chairman, Director of Education, school administration, staff, parents, and other stakeholders to achieve the school's goals and objectives and to ensure the effective management of the school.

DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Collaborates closely with the Board Chairman and the Director of Education, keeping them informed of school operations and developments.
- Ensures the institution functions in accordance with the policy requirements and standards of the Church's Department of Education and the Ministry of Education.

- Serves as Secretary of the School Board.
- Collaborate with the school's administrative committee, vice principal(s), coordinator(s), and administration to achieve established goals and objectives.
- Leads the development and implementation of the school's strategic and spiritual plans.
- Promotes the highest ideals of the Seventh-day Adventist Church and ensure the integration of faith and learning in instruction and in all aspects of the development and implementation of curriculum and co-curriculum.
- Leads and supervises the instructional program of the school.
- Leads the school in preparing for planned and required evaluation processes.
- Ensures the safe storage and integrity of all school records and protects the confidentiality of sensitive information.
- Promotes effective and professional communication at all levels.
- Communicates all necessary information in a timely manner to supervisors, the board, staff, parents/guardians, students, churches, businesses, and all other stakeholders to facilitate smooth functioning and effective school management.
- Facilitates and encourages collaborative decision-making.
- Fosters the personal, social, and spiritual development of teachers and students.
- Recruits, interviews, and hires teachers and other staff members.
- Orientates new staff, students, and parents to the school's programs, philosophy, and organizational policies and procedures.
- Develop and implements guidelines for student conduct and a disciplinary plan with rules and consequences for student misbehavior.
- Establishes procedures that create a clean, healthy, and safe environment for students, employees, visitors, and stakeholders.
- Maintains collaborative and productive relationships with other Seventh-day Adventist institutions within and outside of the school's constituency, including attending seminars and graduations.
- Attend workshops, professional seminars, and required meetings conducted by the Education Department of the Church and by the Ministry of Education/Independent Schools' Association.
- Establishes and maintains open communication and positive relationships with parents, including conducting home visits when necessary.
- Develops and pursues productive relationships with businesses and other entities for the development of the school and education in general.
- Performs other duties as may be defined.

PERFORMANCE CRITERIA

Strategic Leadership & School Improvement:

- **Leads the development and implementation of the school's strategic plan, resulting in a 10% annual increase in students meeting/exceeding grade-level standards in core subjects.**

- Tracks student performance data, monitors progress toward strategic goals and evaluates the effectiveness of school improvement initiatives.
- Provides resources and support for teachers and staff to implement effective instructional practices and achieve strategic goals.
- Achieves annual targets as defined in the strategic plan.

Effective School Operations:

- Oversee the development, implementation, and evaluation of efficient and compliant procedures for all school operations, including financial management, instructional programs, extracurricular activities, and student discipline, to ensure a safe and orderly environment.
- Conducts regular audits, analyzes program effectiveness data, track student participation and disciplinary incidents, and gathers stakeholder feedback.
- Delegates operational responsibilities to appropriate staff, establish clear lines of authority, and provide ongoing training and support.
- Ensure operational efficiency and compliance throughout the school year.

Stakeholder Communication & Relations:

- Establishes and maintains effective communication and collaborative relationships with all stakeholders, including staff, students, parents, the School Board, the Ministry of Education, and the wider community.
- Tracks communication frequency and effectiveness, monitor stakeholder satisfaction, and document collaborative initiatives.
- Develops and implements a comprehensive communication plan, establish clear communication channels, and actively engage with stakeholders.

Staff Leadership & Development:

- Leads, supervises, and evaluates staff performance, and fosters a collaborative and supportive work environment that promotes professional growth and high morale.
- Conducts regular staff evaluations, tracks staff attendance and retention rates, and assesses staff satisfaction and collaboration levels.
- Implements a comprehensive professional development plan, provides ongoing feedback and support, and recognizes staff achievements.

- **Ensures high-quality instruction, promotes a positive school culture, and supports the achievement of school goals.**

Student Well-being & Success:

- **Ensures the safety, well-being, and academic success of all students by implementing and monitoring effective student care, support services, and disciplinary systems.**
- **Tracks student attendance, behavior, and academic progress, and evaluates the effectiveness of student support programs and interventions.**
- **Develop and implement clear student policies and procedures, provide training to staff on student support and behavior management, and involve parents in addressing student needs.**
- **Creates a positive and inclusive learning environment and promotes student achievement.**

Compliance & Accountability:

- **Ensures the school's compliance with all relevant policies, regulations, accrediting bodies and legal requirements, and fulfill all reporting and documentation requirements accurately and in a timely manner.**
- **Maintains accurate records, submits all required reports by deadlines, and demonstrates adherence to policies and regulations in all school operations.**
- **Establishes clear systems for tracking and managing compliance requirements and provides staff with the necessary information and training.**
- **Maintain full compliance at all times.**

Qualifications and Experience:

- **A Master's degree in Educational Administration, Leadership, or a related field is typically required.**
- **At least five years' experience in teaching and school administration, with a proven track record of success.**
- **Experience in developing and implementing school improvement plans.**
- **Experience in supervising and evaluating staff.**

Knowledge, Skills and Abilities:

- Expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church; a Seventh-day Adventist church member in regular standing; and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
 - Demonstrated knowledge and practice of the philosophy of the Seventh-day Adventist Church.
 - Thorough understanding of effective instructional practices, curriculum development, and student assessment.
 - Knowledge of school operations, including financial management, facilities management, and student services.
 - Thorough knowledge of the policies, regulations, and legal requirements of the Jamaican Ministry of Education related to the operation of schools in Jamaica.
 - Demonstrated knowledge of the philosophies and principles of Seventh-day Adventist education.
 - Strong leadership and management skills, with the ability to motivate and inspire staff.
 - Excellent communication and interpersonal skills, with the ability to build relationships with all stakeholders.
 - Strong analytical and problem-solving skills.
 - Ability to work effectively under pressure and manage multiple priorities.
 - Proficiency in data analysis and the use of technology to improve school operations and student outcomes.
 - Demonstrated commitment to the school's mission, values, and goals.
 - High ethical standards and a strong moral character.
 - Ability to create a positive and inclusive school culture.
 - Dedication to the academic, social, and emotional well-being of all students.
-

APPROVAL SIGNATURE

| | | | |
|----------------------------------|------------------|------------------|-------------|
| Employee: _____ | _____ | _____ | _____ |
| | FULL NAME | SIGNATURE | Date |
| Department Manager: _____ | _____ | _____ | _____ |
| | FULL NAME | SIGNATURE | Date |

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

FOR HR ONLY

Date received: _____ **Received by:** _____