

# Educational Director Job Description

## **Educational Director - Job Description**

The Educational Director is the only employee directly appointed and appraised by the WIS Board of Directors.

Responsibilities of the Director include the following:

### **A. Responsibilities with regard to the Board:**

1. Responsible for the overall management and direction of the school, under the guidance of and within the WIS policy frameworks as approved by the Board.
2. Prepare and present an annual operating budget to the Board in conjunction with the Treasurer.
3. Execute the annual operating budget, overseeing all financial and accounting matters within the policies set by the Board.
4. Responsible for monitoring and reporting on actual vs budgeted results. • Coordinate and guide the preparation of an annual school-wide staffing plan for review and ratification by the Board.
5. Report and recommend to the Board the overall strengths, emerging areas of concern and areas for improvement in the school.
6. Work with the Board Committees indicated in the Articles of Association and those created for specific purposes to ensure continuity of strategy in line with WIS vision.
7. Annually develop specific operations, goals and objectives to implement the strategic goals that have been mutually established with the Board.
8. Assist the Board on an annual basis to evaluate progress on established priorities.
9. Promote effective communication, including identification and resolution of issues (particularly disciplinary actions and dismissals) between staff, parents and the Board.
10. Maintain regular open dialogue with the Board Chair and contribute to an atmosphere of mutual respect, collaboration and shared sense of purpose within the Board.
11. Address the meetings of the Annual General Meeting- (AGM) and prepare reports for the AGM on the work and the state of the school.

### **Responsibilities with regard to Parents:**

1. Coordinate with the WIS Parent Network and any other entity at WIS to ensure alignment to the mission and vision of WIS.
2. Meet with the WIS Parent Network and parents at specific points in the year to hear concerns and explain the direction of the school.

# Educational Director

## Job Description

### **Responsibilities with regard to the staff, the educational programme and overall administration:**

1. Responsible for administration of educational services, including organizational development and structure, operation and budget.
2. Keep the focus on academic excellence, the learners and their needs.
3. Work in collaboration with the school principals and management towards finalization of annual school budgets.
4. Oversee and ensure adherence to the annual budget and responsible fiscal policy.
5. Establish administrative procedures to implement school policy.
6. Lead and direct the development of implementation plans that feed into the strategic plan.
7. Oversee the on-going development and review of the school policy with staff to enhance the school and review of the school's performance.
8. Review operations to ensure compliance with accrediting bodies; schedule outside consultation as needed.
9. Coordinate and guide overall human resource planning for all school staff. Work closely with the respective Principals on annual staffing plans and recruitment packages to ensure that the school attracts qualified and experienced staff.
10. Provide professional leadership for the staff through the Principals and Heads of Departments, ensuring staff development and establishing effective, credible supervisory and evaluation procedures for all personnel.
11. Facilitate the regularization of staff contracts and agreements and remain informed about the management of employee agreements.
12. Define areas of responsibility, delegation of authority and work relationships for administrative personnel.
13. Oversee the development of master site plan and construction and management of school facilities.
14. Process student disciplinary actions, personnel actions and/or related matters following WIS policy and or Namibian law. Emphasize transparency where appropriate with regard to such actions and ensure confidentiality where necessary.
15. Promote familiarity among staff and students regarding their rights and responsibilities under WIS policy and Namibian law.
16. Ensure that the school complies with all requirements of Namibian law, particularly those related to work permits and affirmative action policies.

### **Communication and Marketing:**

1. Demonstrate a commitment to and promote the mission, vision and core values of the school.

# Educational Director

## Job Description

2. Develop and maintain good communication with the school community, informing them of key aspects of the school's operations as well as listening to and addressing community concerns.
3. Promote and implement the community-wide code of conduct to ensure all parties are aware of the expectations to adhere to values advocated WIS. • Involve appropriate people in the decision-making process of the school.
4. Establish, maintain and evaluate an appropriate and ongoing system of two-way communication with employees, students, parents, the Board and other stakeholders.
5. Expand and increase the effective use of information technology for internal and external communication.
6. Develop enthusiasm and promote good morale among the staff.
7. Serve as spokesperson and actively advocate/market the school.
8. Foster a network of supportive school and community relationships with host government agencies, the local and international business community and embassies through meetings on an ongoing basis, externally promoting the interests of the school.
9. Respect and honour confidentiality where necessary and appropriate.