



Job Description: Principal

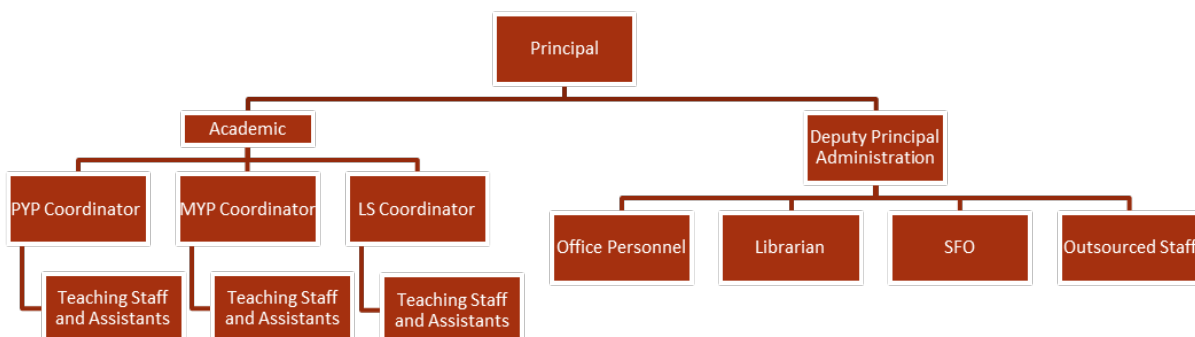
Overview

Post	Principal
Reports to	Board
Supervises	All teaching and administrative staff
Responsibility	Educational and institutional goals
Revision date	April 2022

Purpose of post: The Principal is responsible for the overall educational and institutional leadership of the International School Telemark. The Principal reports to the Board and is responsible for carrying out Board policy, and to ensure that the school is operated within relevant laws and regulations.

Position in the school management

The Principal is the schools daily manager and the head of the leadership group. The position is subject to its own negotiated pay scale subject to negotiation with the board.



Responsibilities

1. Policies

- The Principal shall, with the Board, ensure that the school's policies are in line with its vision and mission, and compatible with the high quality standards expected by international IB schools.

2. Secure high quality education

- The Principal shall ensure high quality education for all students. This is achieved by constantly developing the standards of education through a high level of coursing and teachers' training, and by stimulating teachers' training both individually and collectively.
- The Principal shall ensure that the school retains IB - accreditation for both the PYP and MYP levels, and also gain other international educations such as Nordic Network, CIS and ECIS.
- The Principal shall ensure the school's participation in national tests, and that the results from these and from final exams, "Elevundersøkelsen", and internal self-evaluations are followed up and used for continuous school improvement.

3. Recruiting staff and teachers

- The Principal is responsible for recruiting new well qualified teachers and personnel, in accordance with the guidelines for recruiting and employment.

4. Creating a good learning and working environment

- The Principal is responsible for developing a good learning and working environment for students and for the whole staff.
- He/she coordinates the school's management and shall ensure that effective management systems are in place for all aspects of the school's operations.
- The Principal shall ensure that high standards are met in the areas of health and safety, both for students, staff and visitors.
- The Principal shall ensure active participation from the staff, according to Tariffavtale with the Union from 2020. Collegial decision making will be utilised where

appropriate and possible. The Principal represents employer in subjects embodied in the Tariffavtale and has the right of control according to this.

5. Financial planning and management

- The Principal is responsible for establishing, with the Business Manager, a sound system for financial planning and management.
- The Principal, with the staff, prepares budgets and financial reports to the Board for approval, and reports any discrepancy from budget or other financial targets.
- The Principal approves expenditures in accordance with guidelines given by the Board.
- The Principal is responsible for long-term planning of appropriate premises for school activities and for the follow-up of current contracts on use of buildings and other facilities.

6. Stakeholder relations

- To the Board: The Principal is the primary link between the Board and school operations. The Principal shall work closely with the Chair of the Board, providing information on plans, results, and key activities. The Principal participates in Board meetings.
- To Staff: The Principal is responsible for the assignment of staff directly reporting to him/her, for evaluating their performance, and for their professional development. The Principal shall ensure that adequate systems are in place for the professional development of all staff, including the training required to maintain accreditations. The principal is the head of the leadership group, the Deputy Principal, and the coordinators. Together they manage the daily work of the staff
- To Parents and Students: The Principal shall maintain good cooperation with parents and meet regularly with FAU to both give and receive relevant information.
- To national authorities: The Principal shall be updated on all relevant legal requirements and ensure that the school is operated accordingly. He/she shall maintain a good working relationship with relevant local, regional, and national authorities.
- To the community: The Principal shall take initiatives locally and regionally to develop and maintain a good standing for the school, to build alliances with local stakeholders.
- The media and the general public: The Principal represent the school towards the media, in accordance with policies defined by the Board. All media contacts shall be reported to the Chair of the Board as soon as practicable. The Principal shall initiate activities that promote the school, its values and results, with the general public, to increase student enrollment and strengthen the school's financial position.

7. Delegation

- The Principal may delegate his authority to members of the staff, and shall be responsible for clear definitions of responsibility and authority and for internal reporting.
- The Principal retains the responsibility with respect to the Board regardless of any internal delegation. Delegation of authority with financial implications shall be approved by the Board.
- The Principal may appoint the Deputy Principal to act on his/her behalf during absence

8. Job appraisal

- The Chair of the Board has a conversation with the Principal before each board meeting where the Chair and Principal go through how the school is doing in relation to goals and plans.
- In addition, there will be a job appraisal handled by the Chair of the Board at least once a year.
- This is not a key document, but a summary of the ongoing discussion of the Principal's professional performance, career and professional development, and personal goals and reflections, similar to all staff appraisals at IST.