



**The Board of Governors, MONA PREPARATORY SCHOOL is seeking to recruit a suitably qualified candidate to fill the position of PRINCIPAL as at August 2021.**

#### **JOB SUMMARY**

The Principal is the instructional leader and is responsible for directing the affairs of the School in a manner that harmonizes with the policies established by the Board of Governors and the guidelines of the Ministry of Education. S/he plans and directs the activities of the School through prudent financial management, adherence to a well-defined strategic development plan and sensitive human resource management, while maintaining the highest quality of educational and physical facilities offerings.

Applicants should meet the following criteria;

- Master's Degree in Education/Educational Administration or a related field
- NCEL – Aspiring Principals' Programme along with Trained Teacher Certification
- Knowledge of the Education Act and Regulations as well as school administrative processes
- Knowledge of ICT in Education
- At least (3) years' experience in a similar capacity or in a senior leadership position
- Possess excellent interpersonal skills, with the ability to work with team members at various levels
- Excellent oral and written communication skills along with strong presentation skills
- A propensity to think creatively and “outside the box” with highly developed analytical and problem solving skills

#### **SPECIFIC RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Overseeing day-to-day school operations
- Managing school logistics and budgets
- Setting learning goals for students and teachers based on national curricula
- Monitoring and reporting on teacher and student performance
- Presenting data from school performance to board members
- Researching new resources and techniques to improve teaching and learning

**Interested persons should submit their application by December 31, 2020 to:**

**THE CHAIRMAN  
C/O MONA PREPARATORY SCHOOL  
221 OLD HOPE ROAD, KINGSTON 6.**

**OR email:**

**[jobvacancy@monaprep.edu.jm](mailto:jobvacancy@monaprep.edu.jm) with ATTENTION: PRINCIPAL VACANCY in the subject line.**

**While we appreciate all expressions of interest, only short-listed candidates will be contacted.**