



PRIMARY SCHOOL OFFICE  
AMERICAN NICARAGUAN SCHOOL

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**JOB DESCRIPTION:** Assistant Principal

Our Community of Practice model at ANS is founded on shared leadership principles that are built on the following four environmental conditions for success:

- ★ Mission-Driven
  - School knows and lives its mission.
- ★ Student-centered
  - Goal is to improve the learning experience for students.
- ★ Predictable & Supportive
  - Community of Practice model defines what teaching excellence looks like.
- ★ Growth-focused
  - Puts teachers in the driver seat to own their growth as a professional.

**The Assistant Principal Role**

The Assistant Principal is a Primary School Leadership Team member, working alongside the principal, coaches, specialists, teacher leaders, students, and parents. This role provides a leadership-seeking candidate an opportunity to grow and learn about school improvement, evaluate and support teacher performance, and use data to make school-wide decisions. In this dynamic and exciting role, the AP contributes through study, action, and conversation to move this critical work forward.

The AP plays an essential role in coaching teachers to learn and teach our Community of Practice, especially the Behavior and Positive Learning Community. In the event of a discipline problem, the AP takes the lead role to investigate the problem, making sure that each child and adult had a chance to tell their side of the story before deciding how best to support the child in fixing the problem with an emphasis on maximizing the teachable moments in these situations to grow student leaders. Certainly, communicating with parents is an essential part of this work.

Being very present in classrooms, playground, lunchroom, and studio-based specials provides the AP the context to be aware of our school's full implementation of our Community of Practice. Finding time to have informal conversations and designing learning opportunities to lift our level of instruction in our Community of Practice is an essential part of the AP role. In this work, it must be the case that the AP also works closely with the Inclusion team to be informed about children with diverse learning needs and take action steps to grow our inclusion program.

As a bold and determined school, the AP also takes on roles as the school community faces a need. For example, the AP might teach an executive functioning skills class or substitute for a teacher now and then or prepare a parent module because that is what the school needs. The AP position demands humility, flexibility, and a willingness to see how these opportunities to help out can contribute to the collective work happening here.



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### We are looking for a person who has:

- the ability to build positive relationships and earn trust within the entire learning community
- enthusiasm for a Community of Practice to grow a rigorous and cohesive learning program and positive school climate
- a belief in inclusive education
- proven listening and problem-solving skills to investigate and guide students through problem situations
- experience with the workshop literacy model and inquiry-based teaching and learning
- a willingness to spend less time in the office and more time in classrooms talking to students and teachers about learning
- patience, flexibility, humility, and even a good sense of humor will come in handy
- an interest in living in Nicaragua and the ability to establish meaningful relationships within the community
- model self-care and wellness

### Qualifications:

1. Possess a Bachelor's or Master's degree in education; and/or a degree in a child-related field along with proven teaching experience in primary education.
2. Successful teaching, coaching, or administration experience in a primary school setting.
3. Strong knowledge of best practices in processing behavior with young children and talking with parents about their child that results in growth.
4. Very strong English and Spanish language skills and willingness to respect our expectations about Fidelity to Language in all settings to promote a supportive immersion model of language acquisition where academic bi-literacy is valued in English and Spanish.

**Reports to:** Primary Principal

### PERFORMANCE RESPONSIBILITIES:

- ★ Leadership for Learning
  - Champion the implementation of our Community of Practice to lift our level of practice and build something extraordinary here at ANS.
  - Take part in meaningful conversations about teaching and learning, whether formal or informal, listening, contributing ideas, support and encouragement to help our teachers fully implement our Community of Practice.
  - Participate in the development and evaluation of educational programs that are coherent across classrooms and grade levels.
  - Support the development and growth of our ELL program and Newcomer program.
  - Contribute to the evaluation and growth of the Paraprofessionals.
- ★ Communication
  - Communicate effectively with colleagues to ensure alignment and collaborative decision-making.
  - Foster pride for the school among faculty, students, and staff.
  - Committed to the mission and the core values of the school.
- ★ Support student behavior throughout the school
  - Facilitate a collaborative approach to building a community to feel a sense of belonging in every classroom.



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- Work directly with students, teachers, and families to support positive student behavior.
  
- ★ Facilitate collaboration with all classroom teachers and parents to support learning
  - Participate in grade level and school-wide meetings to support learning.
  - Take an active role in meetings with parents to support the child's academic and social success in school and home.
  
- ★ Demonstrate a commitment to a progressive model of research and professional growth to stay informed and prepared.
  - Connect with professional organizations or research journals.
  - Observe colleagues and participate in shared reflection to lift our level of instruction.
  - Eagerly teach and share your learning with others.

Please know that these qualifications and expectations are meant to describe the position and do not include every detail of the position. However, the AP must understand that our goal is to build a program of excellence and that we have high expectations for the adults to do our best for our students.