

St. Thomas Seventh-day Adventist School

VACANCY ANNOUNCEMENT

Position/Title: Principal	Island: St. Thomas
Department: Education	Immediate Supervisor: Education Director
Posting Date: March 6, 2020	Starting Date: August 1, 2020
<p>Position Summary: An employee in this position is responsible for:</p> <ul style="list-style-type: none"> • The overall Leadership, Management and Administration of a school • Definition, development and prioritizing of educational services aligned with the Adventist education philosophy and the vision for our children • Management, co-ordination and evaluation of school services delivery • Planning, development and implement of policy • Supervision of all school personnel and programmes • Exercising a high degree of initiative, professionalism and independent judgement within the policy framework of the Board and subject to review by an administrative superior, through discussions and written reports 	
<p>Essential Functions: To educate and develop children who are/have:</p> <ul style="list-style-type: none"> • Internalized sound moral and spiritual values. • Able to fulfil their potential • Academically balanced • Healthy and growing normally • Well adjusted socially and culturally • Emotionally mature and happy 	
<p>Education/Experience</p> <ul style="list-style-type: none"> • Considerable experience in the field of Education and training as evidenced by the possession of a Master's degree in an appropriate field, from a recognized University; and training in Education Leadership, School Based Management System and Administration, or related areas; minimum of two years as Head of Department, Dean or Vice-Principal; or any relevant combination of experiences and Human Resources training. • Experience in Adventist Education at a leadership level. • Be SDA Teacher Certified or willing to enroll in the program. 	
<p>How to Apply: Persons interested in this position must submit the following information:</p> <ol style="list-style-type: none"> 1. Cover letter which should include your basic philosophy of life and your primary objectives. 2. Curriculum vitae/Resume 3. Copies of all certificates, diplomas and transcripts 4. Three letters of recommendation 5. Police Record <p>The application package must be emailed or sent to the North Caribbean Conference HR Department by April 30, 2020: Pastor Wilmoth James Executive Secretary</p>	

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