



# សាលាអន្តរជាតិអ៊ីសធើ័ស

## East-West International School

#131 Street 360  
Sangkat Boeung Keng Kang 3  
Khan Chamkarmon  
Phnom Penh, Cambodia  
www.ewiscambodia.org

### Section I: General Information

<b>Position Title:</b> Primary Principal	<b>Location:</b> East-West International School
<b>Immediate Supervisor's Position Title:</b> School Director	<b>Grade/Subgrade:</b> Nursery-5
<b>Job Summary:</b> In collaboration with the Director, the Primary Principal is responsible for the development and maintenance of an effective educational program for primary students. The Primary Principal is expected to meet and confer with students, parents, faculty, and staff in order to lead and facilitate the transformation of the school into a results-oriented collaborative learning community. The Primary Principal is responsible for maintaining a school culture and climate that fosters high levels of student and teacher learning and growth. Because of this, the Primary Principal serves as the Chief Academic Officer of the Primary School.	

### Section II: Essential Duties and Responsibilities

<b>Duty/Responsibility Number:</b>	<b>Statement of duty/responsibility:</b>
1	Maintain a school culture and climate that fosters high levels of student and teacher learning and growth
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Maintain high standards of student conduct and enforce discipline as necessary</li> <li>• Organize and manage conferences</li> <li>• Guide the learning process toward the achievement of curriculum goals and in line with the SLOs</li> <li>• Provide for the efficient conduct of school instruction and business</li> <li>• Initiate, design and implement programs to meet specific needs of the Primary School</li> <li>• Plan, organize, and direct implementation of Primary School activities in collaboration with responsible personnel</li> <li>• Foster an environment of student and teacher autonomy while overseeing and redirecting as necessary</li> <li>• Collaborate with the Secondary Student Support Specialist and METU</li> <li>• Develop the school's budget based on the funds allocated from the School Board's budget; ensure alignment with instructional and building needs and priorities, and monitor expenditures in collaboration with the School Bursar</li> <li>• Attend special events held to recognize student achievement; attend school sponsored activities and functions</li> <li>• Supervise the maintenance of accurate records on the progress and attendance of students</li> <li>• Evaluate and counsel all staff members regarding their individual performance, group performance, and professional growth</li> <li>• Supervise the preparation of reports, records, lists, and all other required information and data</li> <li>• Disaggregate data in order to make data-driven decisions in collaboration with the Secondary Principal, Curriculum Support Specialist, and the School Director</li> <li>• Meet weekly with the Secondary Principal and School Director</li> <li>• Design teacher duty rosters and arrange coverage for absent teachers</li> </ul>	

Jeffrey Kane  
School Director

Colleen Cooper Harrison  
Secondary Principal

Heather Abernathy  
Primary Principal



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To Grade 10



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<b>Duty/Responsibility Number:</b> 2	<b>Statement of duty/responsibility:</b> Maintain professionalism
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Establish relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual</li> <li>• Appraise his/her own effectiveness and demonstrate successful application of skills and information acquired to increase effectiveness</li> <li>• Complete and submit paperwork and ancillary documents in a timely manner</li> <li>• Conduct informal and formal observations, summative evaluations, and provide professional feedback to the Primary Staff</li> <li>• Work with the Curriculum Support Specialist, Secondary Principal, and School Director to modify the Staff Handbook as necessary</li> <li>• Maintain accurate records</li> <li>• Empower teachers and students</li> <li>• Behave professionally in meetings, in the classroom, and in view of the public eye</li> <li>• Be on time</li> </ul>	
<b>Duty/Responsibility Number:</b> 3	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as apparent or assigned
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Remain current with research and best practices in curriculum and staff development through professional readings, trainings, workshop attendance, etc</li> <li>• Design and deliver professional development, assemblies, and other meetings as necessary</li> <li>• Lead the greeting/dismissal of students as scheduled</li> <li>• Serve as a WASC support specialist which may include leading WASC focus groups or coordinating the dissemination of artifacts</li> <li>• Other tasks as assigned</li> </ul>	

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