

	LYCÉE FRANÇAIS DE SAN FRANCISCO	JOB DESCRIPTION
--	--	------------------------

JOB TITLE	Primary School Assistant Principal
DIVISION/DEPARTMENT	PreK-5
LOCATION	Sausalito Campus
REPORTS TO	Primary School Principal
TYPE OF POSITION	Full time, Exempt, open until filled

OVERVIEW

- The primary school assistant principal is a key educational leader responsible for the overall administration, management, and effective operation of our Sausalito primary school campus. This role involves creating a positive and conducive learning environment, fostering a collaborative culture among staff, and ensuring the well-being and academic success of students. The primary school principal is a multifaceted educational leader responsible for shaping the educational experience of students. Through visionary leadership, collaboration, and a commitment to continuous improvement, the principal plays a crucial role in creating a thriving learning community.
- The primary school assistant principal will report to the primary school principal (located on Ashbury campus) and work closely with other members of the school administration as well as with students, parents, and faculty.
- Located in San Francisco, LFSF is an independent, co-educational, college preparatory day school of 800+ students in grades preK-12 that provides a curriculum for the French Baccalaureate and IB diplomas. For more information about our school, please visit: www.lelycee.org

RESPONSIBILITIES

Oversee the general Sausalito campus operations under the leadership of the Primary School Principal located on Ashbury Campus.

Educational Leadership:

- Actively contributing to develop and articulate a compelling vision for the school's educational program.
- Lead the development and implementation of French curriculum and instructional strategies to enhance student achievement.
- Foster a culture of continuous improvement by staying informed about educational best practices and innovations.

Staff Management and Development:

- Collaborate with Primary School Principal and Head of School to recruit, hire, and retain qualified teaching and non-teaching staff.
- Provide professional development opportunities for staff to enhance their skills and keep abreast of educational trends.
- Conduct regular performance evaluations and offer constructive feedback to support staff growth.

Student Welfare and Discipline:

- Establish a safe and nurturing learning environment for students.
- Implement and enforce policies that promote positive behavior and discipline.

- Collaborate with teachers, counselors, and support staff to address the social and emotional needs of students.

Parent and Community Engagement:

- Cultivate positive relationships with parents and guardians through effective communication and involvement strategies.
- Collaborate with community organizations to enhance educational opportunities and resources for students.
- Organize and attend parent-teacher conferences, school events, and community outreach programs.

Budgeting and Resource Management:

- Develop and manage the campus budget, allocating resources effectively to support educational programs and initiatives.

School Operations:

- Oversee day-to-day operations 8am to 6pm, ensuring a smooth and efficient running of the campus.
- Maintain compliance with local, state, and federal regulations.
- With the support of the administration, address and resolve issues related to facilities, technology, and other operational matters.

Collaborative Leadership:

- Work collaboratively with other administrators, teachers, and support staff to promote a positive and cohesive school culture.
- Participate in Professional Development and collaborate with colleagues to share best practices.

Crisis Management:

- Develop and implement emergency response plans to ensure the safety of students and staff in case of crises or disasters.
- Communicate effectively with parents and the community during emergencies.

OTHER DUTIES AS ASSIGNED BY THE PRIMARY SCHOOL PRINCIPAL AND THE HEAD OF SCHOOL

QUALIFICATIONS

- Master's degree (or equivalent in French educational system) in education or a related field
- Fluent in French and English
- French Ministry of Education qualification or significant and relevant experience in an AEFÉ accredited school
- Experience in school administration and/or faculty leadership.
- Knowledge of current educational trends, curriculum development, and assessment practices.
- Prior experience of an IB school - PYP preferred

PERSONAL SKILLS

- Ability to be autonomous as the position involves leading our Sausalito location and represent the school administration on this campus
- Strong leadership skills are essential for this role. The principal demonstrates the ability to inspire, motivate, and guide a diverse team toward shared goals.
- Ability to make data-driven decisions and foster a culture of continuous improvement
- Excellent written and verbal communication skills, and strong problem-solving skills
- Professional and collaborative, detail-oriented, and able to work independently and on deadline
- Truthful, positive, and purposeful when communicating with others
- Ability to maintain emotional regulation in a high demand setting
- Ability to work with and manage frequent interruptions
- Flexible and adaptable with new, different or changing requirements
- Hold self and others accountable to accomplish results
- Interact with students, parents, and staff with compassion, respect, and integrity

We offer a competitive salary, commensurate with the level of experience.

Excellent benefits package which includes medical, dental, vision, 11 paid holidays, generous paid vacation package, long-term disability and retirement benefits.

Candidates with 10 years of experience in the education field minimum can anticipate an annual salary, ranging from: \$120,000 to \$ 150,000. The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc.

The LFSF is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment.

All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.

Interested candidates should send their resume and cover letter via: <https://www.lelycee.org/about/jobs>