



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS 2018-061

OPENING DATE: 02/08/2018

CLOSING DATE: 02/21/2018

POSITION TITLE: SCHOOL VICE PRINCIPAL

SALARY: GL-11/1, \$329.54 B/W

LOCATION: G.B.HARRI ELEMENTARY SCHOOL
BUREAU OF EDUCATION ADMINISTRATION
MINISTRY OF EDUCATION

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Provide instructional leadership by setting the academic tone and recommended for hiring, evaluate and help improve the skills of teachers and other staff; conferring with staff to advise, explain or answer procedural questions; visiting classrooms; observing teaching methods, reviewing instructional objectives and examining learning materials; working actively with teachers to develop and maintain high curriculum standards, develop mission statements and set performance goals and objectives.....40%
- Take an active role to ensure that students meet national academic standards; develop school/business partnerships and school to work transition program for students; advocates for the improvement of school facilities environment.....20%
- Meet and indirect with other administrators, students, parents and representatives of community organizations; involved in public relations and activities to secure support for their school from local business and the community.....20%
- Direct and manage the operation of the school including implementation of sound control and data regulations, requisitioning and allocation of supplies and resources, maintenance of facilities and equipment and establishment of operational procedures and controls.....20%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree with at least one year of teaching experience.