JOB DESCRIPTION – ADMINISTRATIVE DEAN

Job Title: Administrative Dean – Burundi
Reports to: Head of School.
Location: Kigutu, Burundi

Organization Background

KIA is an ambitious initiative of Village Health Works (VHW) an NGO founded in 2005 in Burundi.

KIA is a secondary boarding school created to educate a new generation of ethical and entrepreneurial young leaders in Burundi.

The students are at the core of their own transformative education at KIA. The school recruits, identifies and selects the most promising students throughout all of Burundi. Those selected have demonstrated not only success academically but have also shown leadership and commitment to improving their schools and their communities.

KIA brings together this cohort of students from a diverse range of backgrounds for a powerful educational and leadership journey over four years. Competencies and skills such as critical thinking, and character development are intentionally folded into a sustained high level of academic achievement. KIA helps these young students to reinvent what is possible in a progressive and intentional sequence throughout their four years of secondary school and their further careers.

One of KIA’s missions is to serve as a model school to help reinforce and enrich the Burundian educational system. In doing so it also prepares the KIA graduates for success in universities within the East African community, within central Africa and Internationally

Position Overview
Provide administrative service and technical assistance to staff as well as other stakeholders. Assist schools in strengthening instructional programs through a strategically planned, standards-based approach with a focus on narrowing the gap. This position will provide leadership in the areas of curriculum, instruction, assessment, and planning.

Duties and Responsibilities

- Works directly with the procurement team to procure supplies.
- Communicates to KIA parents.
- Manages the security, cleaning and cooking staff.
- Assists with data organization from all assessments and diagnostic instruments and develops strategies for intervening with students who are experiencing difficulties.
- Engages staff in intensive data analysis and results planning.
- Implements and supports the goals determined by the district/schools’ comprehensive plan.
• Works collaboratively with other educators to integrate educational initiatives and resources
• Assists in program implementation and curriculum development
• Assists schools in developing and implementing comprehensive plans designed to meet individual schools’ student achievement needs.
• Assists schools in determining effective methods for the integration of curriculum standards, instructional strategies, and the developmental use of authentic assessment
• Models a variety of instructional strategies designed to be rigorous and mirror assessment.
• Assists in identifying professional development needs and developing long-range professional development plans
• Coaches and models research based instructional strategies.
• Mentors new teachers
• Supervises staff as needed and required.
• Evaluates staff as needed and required.
• Performs other duties as assigned

Qualifications
• Fluency in French and English preferred.
• Master’s Degree
• Three years of successful teaching and/or leadership in instruction, curriculum and assessment experience.
• Certification in administration.
• Have effective communication, listening and organization skills
• Have a good understanding and tolerance of teenagers, Supervisory experience a plus.
• Be presentable and have an approachable manner
• Demonstrated experience in a similar role and in being able to create a caring, friendly and welcoming boarding environment.
• Demonstrated proficient communication and interpersonal skills and has an ability to relate well to staff, students and parents.
• Demonstrated outstanding behavioral management capability.
• Demonstrated understanding and awareness of issues related to student’s development, education and needs.
• Sound organizational skills and the ability to meet all administrative demands and deadlines.
• Outstanding interpersonal and leadership skills underpinned by tolerance, compassion and integrity.

Salary and Benefits
Competitive salary, commensurate with experience.

How to apply
Qualified candidates are encouraged to immediately submit a CV and a thoughtful cover letter outlining why this position is of interest, exactly how your experience matches the qualifications stated and what
you believe differentiates you from other candidates. Additionally, please provide the salary range you are seeking. Submissions without cover letters and salary requirements will not be considered.

Submissions should be in English and sent to: KIJobs2021@villagehealthworks.org. Please include “Administrative Dean - Burundi” in the subject line of your email.

Please note: the selection process will begin on 23rd of July, and the review will continue until the position is filled.

Village Health Works considers all applicants on the basis of merit without regard to race, color, religion, gender, gender, age, national origin, disability, marital status, sexual orientation, veteran or military status.