



### Job Description

**Level: Professional**

**Load: 100% (Full Time)**

**Service Period: Two Years**

<b>Job Title</b>	Principal
<b>Grade</b>	N - Directors and Principals
<b>Reports To</b>	Superintendent
<b>Department</b>	ES, MS, or HS Administration
<b>Context/Scope</b>	<p><b>Type of institution</b></p> <p>Rosslyn Academy is an international Christian school that offers a PreK-12 North American-based curriculum. Rosslyn Academy is distinctly Christian, yet non-denominational. Rosslyn Academy is accredited by the Association of Christian School International (ACSI) and Middle States Association (MSA).</p> <p><b>History</b></p> <p>Rosslyn Academy was originally founded as Mara Hills Academy in northern Tanzania in the 1940s, as a one-room school for the children of Mennonite missionaries. The school moved to its current location in 1967, and opened a boarding facility offering K-8 education. The school remained a boarding school until 1976 when the Foreign Mission Board of the Southern Baptist Convention (now the International Mission Board) invested in the school. In 1988 the Assemblies of God missionary sending agency also purchased a stake in the school. Rosslyn gradually added a high school program and graduated its first senior class in 1991. The International Mission Board, the Eastern Mennonite Mission, and the Assemblies of God currently jointly own the school.</p> <p>The school currently serves over 700 students from over 50 countries. Families with students in attendance do not need to profess a Christian faith, but they must show values alignment and understanding that Christian education is core to the Rosslyn education experience for all students.</p> <p><b>Purpose Statement</b></p> <p>The purpose of Rosslyn Academy is to provide a Pre-K - 12 North American and Christ-centered educational program for children of missionaries and other families who are in sympathy with the philosophy of the school.</p>

**Mission Statement**

Rosslyn Academy inspires and equips each student to develop their God-given gifts for Christ-like service in the world community: through a quality academic program, a caring, committed Christian faculty, and a diverse cross-cultural environment.

**Educational Philosophy**

Rosslyn Academy seeks to develop the whole child by cultivating each aspect of the student's life: spiritual, intellectual, social, emotional, and physical. We believe a broad range of programs and activities to be the most effective means to meeting each student's needs and fostering holistic personal growth. We believe each person is divinely equipped with a unique set of abilities and potentials and is worthy of respect and dignity. Thus, we deem it essential that students gain an appreciation both for themselves and for others.

**Spiritual Objectives**

Rosslyn Academy will:

- Teach biblical principles that nurture a Christian understanding and promote a personal philosophy of life based on Christian beliefs and values.
- Stimulate and reinforce spiritual development.
- Help student integrate faith with academic knowledge.

**Intellectual Objectives**

Rosslyn Academy will:

- Provide a quality, accredited education using a North American-based curriculum from Pre-Kindergarten through grade 12. Provide learning experiences that will enhance individual strengths, problem solving and analytical skills with consideration given to the various learning styles, skills and abilities of students.
- Provide a wide variety of co-curricular activities.
- Provide an opportunity for the expression of individual interests and the development of skills that may be used in future jobs or professions.
- Promote the development of virtuous intellectual character traits in its students such as, intellectual tenacity, intellectual honesty, intellectual courage, and intellectual curiosity.

**Social Objectives**

Rosslyn Academy will:

- Encourage the development of social skills that will help the students function harmoniously and responsibly in broader society.

- Provide cross-cultural experiences that foster an understanding of and appreciation for varied peoples and cultures.
- Develop attitudes and practices that result in a culture of service.
- Develop a student culture in which the Golden Rule is valued and practiced.

**Emotional objectives**

Rosslyn Academy will:

Ensure that every member of its community is treated with respect and dignity in keeping with their identity as a child of God.

Encourage the development of individual gifts and give praise for effort as well as achievement.

Encourage creativity, autonomy and responsibility in each student.

**Physical objectives**

Rosslyn Academy will:

Provide an opportunity for regular exercise and the development of physical skills.

Present and teach health issues and concepts, relating them to the individual, to the community, and to world concerns.

Provide an opportunity for students to participate in intramural and interscholastic sports.

**Core Beliefs**

Because of the broad variety of cultures and Christian traditions represented among staff and in our community, it is important to set forth and adhere to core Christian beliefs as an institution. Rosslyn Academy seeks to attract staff members who agree with these core Christian beliefs and who are excited about integrating this core theology into their work and personal lives. Together, we believe:

- in The One Living God who is the Creator of the heavens and the earth and is at work in the world today;
- in the Bible as the Spirit-breathed Word of God, sacred and authoritative, divinely revealed through select servants of God’s work, fully reliable and trustworthy;
- that out of love, God gave His one and only Son, Jesus Christ, to be born of a virgin and to live on this earth as a human being and to be subjected to the same pressures and temptations that we face today;
- that though Jesus Christ lived a perfect life, God allowed for Him to be crucified to fulfill the scriptures and offer atonement for our sins;
- that Christ rose from the dead after three days, and revealed Himself to many people who bore witness to this fact;

- in the Father, the Son, and the Holy Spirit as the everlasting Trinity of God;
- that the only way to salvation and to fellowship with God is through His Son, Jesus Christ; and
- that salvation is a free gift received by understanding the gospel, repenting from sin, turning to Christ, and accepting him as Savior and Lord--resulting in a transforming, Christ-like lifestyle.

In Jesus Christ, the message of redemption and reconciliation is expressed in both word and deed. We rejoice in the movement of the Holy Spirit, who renews our spiritual lives and leads us into concerns for evangelism, peace, and justice in the world. Education in this context prepares students to develop these concerns as well as the skills and tools necessary to contribute responsibly as ambassadors of Christ in a changing world. We testify to a bond of love that transcends denominational, ethnic and cultural distinctions.

### **Core Values**

While there are a host of values that are consistent with a Christian educational community, Rosslyn has selected five that speak most powerfully to both who we are, and who we want to be. Those values (explicitly or implicitly) come out of our mission statement, which is to ‘inspire and equip each student to develop their God-given gifts for Christ-like service in the world community.’ Rosslyn’s five Core Values are:

1. **Christ-likeness** – which we define as ‘imitating Jesus Christ in all that we do and say as individuals and as a school.’ This aim is at the heart of our school culture and animates our other four Core Values – Excellence, Service, Intellectual Virtue, and Community. As a community of imperfect people, we do not presume to have ‘arrived’. And yet, whether we are wrestling with new concepts in the classroom, giving 100% for our teammates on the sports field, or pursuing the Good, the Beautiful, and the True in the arts, our goal is the imitation of Christ. Philippians 2:1-8 illustrates well what we mean when we think of Christ-likeness: Is there any encouragement from belonging to Christ? Any comfort from his love? Any fellowship together in the Spirit? Are your hearts tender and compassionate? Then make me truly happy by agreeing wholeheartedly with each other, loving each other, and working together with one mind and purpose. Don’t be selfish; don’t try to impress others. Be humble, thinking of others as better than yourselves. Don’t look out only for your own interests, but take an interest in others, too. You must have the same attitude that Christ Jesus had. Though he was God, he did not think of equality with God as something to cling to. Instead, he gave up his divine privileges; he took the humble position of a slave and was born as a human being. When he appeared in human form, he humbled himself in obedience to God and died a criminal’s death on a cross.
2. **Community** – which we define as, ‘cultivating a welcoming and supportive family of diverse members united behind the school and its mission.’ This core value comes out of both our commitment to Christian unity and our school’s unique history and demographics. Rosslyn is a partnership

between three evangelical mission groups (Eastern Mennonite Mission, International Mission Board of the Southern Baptists, and the Assemblies of God) who, despite their different theological distinctives, are unified behind the core beliefs of orthodox Protestant Christianity, and their common aim to see the Christian church grow in Kenya and throughout the world.

Rosslyn's incredibly diverse student body is another reason why the school has put such an emphasis on community. While Rosslyn students come from over 50 different nations, and a host of cultures and languages, there is far more that unites than divides us. Our common commitment to our Christian educational mission, the common third culture kid (TCK) experience, and the shared opportunity to experience life in Kenya are all pieces that bring unity out of diversity, turning our differences into one of our greatest strengths.

This value is expressed well in the following passages from Scripture: Psalm 133:1: How wonderful and pleasant it is when brothers live together in harmony. (New Living Translation) 1 Peter 4:10: God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another. (NLT) Ecclesiastes 4:9-10a: Two people are better off than one, for they can help each other succeed. If one person falls, the other can reach out and help. (NLT)

3. **Excellence** -which we define as, 'the extent to which individuals and institutions have maximized their God-given gifts and talents to His honor.' Our school's mission is driven by the assumption of excellence found in the Christian value of stewardship. We believe that every person who is a part of our community has God-given gifts, and it is our responsibility to develop and extend these gifts in the service of God and others. Rosslyn's mission to see 'each student develop their God-given gifts' means that we value a holistic education, where artistic, athletic, social, and spiritual gifts are developed alongside the intellect.

This stress on developing each child's unique gifts does not, however, mean a compromise in academic growth. Just the opposite. We believe that excellence in every area of our lives requires excellence of thought. As the Apostle Paul states in Philippians 4:8, 'And now, dear brothers and sisters, one final thing. Fix your thoughts on what is true, and honorable, and right, and pure, and lovely, and admirable. Think about things that are excellent and worthy of praise.'

Further, we believe that excellence cannot be separated from excellence of purpose, excellence of will and excellence of service. Colossians 3:23 makes this clear stating, 'Whatever you do, work at it with all your heart, as though you were working for the Lord, not for people.'

4. **Intellectual Virtue** – which we define as 'developing God-honoring thinking habits that result from an earnest pursuit of truth.' This aim is summed up in the statement of support we ask all parents to sign during the application process: 'intellectual development at Rosslyn is not just about our students developing an impressive knowledge base and then

using that knowledge in God-honoring ways. We also want to see a transformation in the very character of our student's minds. In other words, we want our students to become God-honoring in the way they think as demonstrated by consistently honest, careful, tenacious, courageous and humble thinking habits.' Jesus expressed this integration of faith and learning powerfully in Matthew 22:36-37. When asked, 'which is the greatest commandment in the Law?' He replied, 'Love the Lord your God with all your heart, with all your soul, and with all your mind' – adding 'with all your mind' to the Shema Yisrael (Deuteronomy 6:4-5). The Apostle Paul also sums up the importance of intellectual character to all of life in Romans 12:2, where he states, 'Don't copy the behavior and customs of this world, but let God transform you into a new person by changing the way you think.' (NLT)

In practical terms, this pursuit of intellectually virtuous character means that we pay particular attention, not only to academic content and skills, but to the process of learning itself. For instance, are our students courageous enough to ask questions in front of their peers (and so betray ignorance)? And if not, how can we help them to develop the intellectual courage they will need to become a life-long learner? Or, are our students so intellectually curious that they are compelled to keep asking the sorts of life-enriching questions that will positively transform their lives and the lives of those around them? And if not, how can we inspire in them a love of Truth that will consistently compel that level of curiosity?

Our emphasis on intellectual virtue, however, does not mean we place less value on the other aims of education. In fact, it is just the opposite. We believe that by stressing a love for truth and valuing the learning process, our students are even more likely to excel in their pursuit of traditional academic aims – mastering content, developing strong thinking skills, and learning to communicate well. This belief has been born out in our consistently high standardized test scores and university entrance record.

5. **Service** – which we define as 'modeling Christ's example of selfless support of others.' While the practical demonstration of this Core Value takes multiple forms at Rosslyn (the Cultural Field Studies program, the Christmas Project, class service projects, etc.), our aim is to become a community of people who have adopted a disposition to serve. Our aim is that service will simply be a natural outgrowth of who we are. Romans 12: 9-13 sums up this aim well, 'Don't just pretend to love others. Really love them. Hate what is wrong. Hold tightly to what is good. Love each other with genuine affection, and take delight in honoring each other. Never be lazy, but work hard and serve the Lord enthusiastically. Rejoice in our confident hope. Be patient in trouble, and keep on praying. When God's people are in need, be ready to help them. Always be eager to practice hospitality.' (NLT)

Jesus Christ modeled the service we aspire towards, as we see in Matthew 20:28, 'For even the Son of Man came not to be served but to

	<p>serve others and to give his life as a ransom for many.’ (NLT) Again in 1 John 3:16-18 we see this example illustrated, ‘We know what real love is because Jesus gave up his life for us. So we also ought to give up our lives for our brothers and sisters. If someone has enough money to live well and sees a brother or sister in need but shows no compassion, how can God’s love be in that person? Dear children, let’s not merely say that we love each other; let us show the truth by our actions.’</p>
<p><b>Purpose</b></p>	<p>To provide the educational leadership necessary to facilitate positive growth in the students of Rosslyn Academy to ensure the development of their God-given gifts for Christ-like service in the world community.</p>
<p><b>Primary Accountabilities</b></p>	<ul style="list-style-type: none"> <li>● Provide modeling and leadership for all community members within section of the school (ES, MS, or HS). Demonstrate servant leadership.</li> <li>● Hold Teachers and Teaching Assistants accountable to Rosslyn Academy expectations.</li> <li>● Serve as a collaborative member of the Academic team and Leadership Team, helping to establish goals and implement school improvement plans.</li> <li>● Interact with students and parents in ways that foster trust and student growth and positive engagement.</li> <li>● Manage resources (human, financial, digital, physical) effectively, identifying opportunities and risks and address both professionally.</li> </ul>
<p><b>Leadership Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. <b>Modeling and Leadership</b> <ol style="list-style-type: none"> <li>a. Model a personal commitment to Christ and Bible-based Christian living</li> <li>b. Seek to inspire others to Christian commitment, faith, and living</li> <li>c. Contribute towards and maintain a positive Christian spiritual environment</li> <li>d. Exhibit characteristics of being a lifelong learner</li> <li>e. Maintain a positive academic environment focused on growth and excellence</li> <li>f. Consistently model professionalism</li> <li>g. Provide leadership that ensures that all activities of the school are congruent with the school vision and mission</li> <li>h. Annually ensure that short and long range goals are established for his/her school and faculty</li> <li>i. Assess the needs of his/her school and use data to make decisions and plan for improvement, in conjunction with schoolwide improvement plans</li> <li>j. Consistently demonstrate a knowledge, and use, of effective team-building strategies</li> <li>k. Consistently use leadership strategies that empower and motivate faculty, students, and parents</li> <li>l. Seek to make data-informed decisions that move the school, teams, individuals, and programs toward greater effectiveness</li> </ol> </li> <li>2. <b>Curriculum and Instruction</b></li> </ol>

	<ul style="list-style-type: none"> <li>a. Serve as a member of the Academic Team, led by the Director of Teaching and Learning. Contribute to decisions around curriculum and instructional best practices for the academy.</li> <li>b. In matters concerning PreK-12 curricula and approved teaching methods, defer to the collaborative decisions of the Academic Team. Hold teacher leaders and teachers accountable to these decisions.</li> <li>c. Empower teachers to use instructional strategies within the classroom that fully support the curriculum and mission of the school. High expectations and feedback are crucial to this effort.</li> <li>d. Maintain a visible presence in the learning environment.</li> <li>e. Actively assist in leading accreditation processes, strategic goals, and school improvement plans concerning academics.</li> </ul> <p><b>3. Supervision</b></p> <ul style="list-style-type: none"> <li>a. Ensure that the organizational system with its clearly defined lines of authority and responsibility are consistently upheld throughout his/her school</li> <li>b. Consistently seek to maintain positive morale among personnel</li> <li>c. Assign and supervise academic staff members</li> <li>d. Ensure that assigned faculty members are evaluated, and regular classroom visitation is carried out, using both formative and summative evaluation procedures</li> <li>e. Ensure that all mid-level personnel (teaching assistants and administrative assistants) in his/her school are evaluated</li> <li>f. Work cooperatively with each faculty member, to develop, plan and offer resources for growth and improvement.</li> <li>g. Implement and guide Performance Improvement Plans as required.</li> <li>h. Provide for effective student discipline and attendance procedures in his/her school</li> </ul> <p><b>4. Administrative Duties</b></p> <ul style="list-style-type: none"> <li>a. Manage his/her school under the guidance and supervision of the Superintendent.</li> <li>b. Develop, with the Superintendent, recommendations for new administrative policies, personnel needs, terms of service, annual budgets, development plans, etc., as needed</li> <li>c. Oversee daily operations within his/her school, including preparation of schedules, provision of teacher substitutes, special programming, and allocation of resources</li> <li>d. Develop and recommend annual budgets, as assigned, for approval by the budget committee</li> <li>e. Oversee operational budgets within his/her school</li> <li>f. Work cooperatively with the designated faculty (Activities Director, Club Coordinator, Chaplains, etc.) to support co-curricular, extracurricular and special event programs</li> <li>g. Prepare the agenda for and preside over his/her school faculty meetings</li> <li>h. Share leadership effectively with Grade level and or Subject Area teacher leaders, following models established by the Academic Team.</li> </ul>
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- i. Cooperatively work with the Superintendent to develop, maintain and operate a program of inservice training and education for all educational staff in his/her school
- j. Work cooperatively with the Leadership Team to appoint/recommend faculty to the school's standing committees
- k. Supervise record-keeping in his/her school with regard to student grades, student attendance, student discipline, special needs of students, faculty evaluations, and minutes of meetings
- l. Take a lead role in recruiting exceptional teachers for his/her section of the school in close cooperation with the Human Resources team.
- m. Work in cooperation with the Designated Child Protection lead to ensure policies and best practices are known and followed. Assist with investigations and responses to Child Protection incidents.
- n. Adhere to Data Protection policies of Rosslyn Academy in accordance with the Kenya Data Protection Act, under the guidance and direction of Rosslyn's Data Protection Officer.
- o. Other duties as assigned by the Superintendent.

**5. Communication and Collaboration**

- a. Use appropriate, effective and sensitive communication modes to communicate the school's philosophy, needs, mission and accomplishments to all constituents of his/her school
- b. Ensure effective school-wide communication is occurring between all constituents
- c. Seek and receive input from administration, faculty and staff, students and parents on issues affecting his/her school, according to the established lines of communication
- d. Attend and participate in the Board of Governors meetings as requested (typically once per year)
- e. Participate with the other administrators on the Leadership Team
- f. Provide consultation for the Admissions team, making recommendations as per their request, in the admission of students to his/her school
- g. Collaborate with Student Services leaders (Learning Support English as an Additional Language, Counseling) to ensure proper documentation and provision of services for students. Attend monitoring meetings as needed.
- h. Appoint and lead a team of Grade Level Team Leaders.
- i. Monitor attendance records in cooperation with administrative assistants.
- j. Guide assessment and reporting processes within the school, following standards established by the Academic Team.
- k. Support efforts of the Parent Teacher Fellowship
- l. Participate in effective conflict resolution within the school community
- m. Communicate and adhere to Rosslyn Academy policies.
- n. Keep the Superintendent and Executive Team apprised of opportunities and risks, exercising sound professional judgment.

**6. Professional Development**

	<ul style="list-style-type: none"> <li>a. Annually submit in writing his/her professional goals to the Superintendent</li> <li>b. Participate with faculty and administration in professional development and inservice activities. Take a substantial leadership role in guiding other staff members' professional growth.</li> <li>c. Regularly obtain performance feedback from staff, parents and if applicable students, as part of his/her evaluation procedure</li> <li>d. Remain abreast of current developments in technology, learning and administrative theory through active collaboration with other professionals and through reading of professional journals</li> </ul>
<p><b>Qualifications and Experience</b></p>	<p><b>Required</b></p> <ul style="list-style-type: none"> <li>1. A personal commitment to Jesus Christ as Savior and Lord</li> <li>2. Exhibit a continuing sense of God's calling to service at Rosslyn Academy</li> <li>3. Demonstrate a respect for diversity of culture, religion, and different Christian traditions</li> <li>4. Demonstrate an appreciation for the diversity of the body of Christ</li> <li>5. Possess a minimum of a Master's degree in Educational Leadership (or applicable field) from a US-accredited tertiary body</li> <li>6. Hold a valid teaching and subsequent administrative certificate from an authorized governmental agency/or the Association of Christian Schools International</li> <li>7. Show evidence of recent professional growth</li> <li>8. Give evidence of previous successful teaching experience</li> <li>9. Demonstrate knowledge and understanding of child development, curriculum development and program evaluation, effective instructional strategies, learning assessment and diagnosis, and research related to learning</li> <li>10. Demonstrate the ability to communicate effectively in English, both orally and in writing</li> <li>11. Demonstrate the ability to use technology effectively for word processing, data management and telecommunications</li> <li>12. Demonstrate a life congruent with the Basic Tenets of Rosslyn Academy</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>1. Previous international travel or living abroad</li> <li>2. 3+ years in a significant school leadership role</li> <li>3. Experience with Professional Learning COMMunities (PLCs) or other frameworks for school improvement</li> <li>4. Experience in leading or participating in school accreditation efforts</li> <li>5. Experience in data analysis and using relevant data for decision making</li> <li>6. Significant experience working in a Christian education environment</li> </ul>