

Job Description

Secondary Assistant Principal

Our Mission:

To inspire and challenge every learner to reach their full potential and become curious, independent, and compassionate citizens of the world.

Our Core Values:

- **Commitment to Excellence** - We tackle challenges willingly and persevere in order to succeed.
- **Compassion and Integrity** - We care for, respect, and value one another
- **Strength in Diversity** - We embrace our differences, enrich our community, and make meaningful connections, ensuring our global mindedness.
- **Innovative Spirit** - We are creative and curious learners, empowered to adapt to a rapidly changing world.
- **Lasting Impact** - We contribute to a sustainable future by taking care of our planet and leaving our environment better than we found it.

Our Definition of Learning:

Learning is a journey of authentic discovery to develop understanding, skills, and character. This includes four principles:

- Learning is **Iterative** - We learn through our mistakes, providing us opportunities to be creative and find solutions.
- Learning is **Exciting** - We learn when we are inspired, challenged, and active.
- Learning is **Meaningful** - We learn and grow when we apply our knowledge, skills, and understandings to real-world situations.
- Learning is **Social** - We learn through sharing, interacting, and collaborating

ISP Child Protection Policy Statement

Schools strive to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as their physical, emotional, and social development. Child abuse and neglect are of growing concern in schools throughout the world.

The International School of Panama, in keeping with our core beliefs and mission statement, has adopted a Child Protection Policy that will empower students, families and staff in matters related to the health, safety and care of children in attendance at our school.

This Child Protection Policy is the school's commitment to do our utmost to prevent and protect children from abuse. It is a statement of intent that demonstrates the school's commitment to safeguard children from harm and makes clear to all its members what is required in case of a known or suspected case of abuse. All ISP faculty, staff, and employees, as well as all students, parents and other relevant community members and service providers associated with the school (the "ISP Community"), have a legal obligation to report suspected incidences of child abuse or neglect whenever they have reasonable cause to believe that a child has suffered or is at risk of suffering any type of abuse regardless of the location where the abuse takes place.

You can find detailed information on our Child Protection Policy at isp.edu.pa

Secondary Assistant Principal at ISP

The Secondary Assistant Principal provides comprehensive leadership across Grades 6–12, supporting high-quality teaching and learning, student well-being and accountability, faculty growth, and effective school operations. As a visible and accessible administrator, the Assistant Principal builds strong relationships while ensuring that school systems, expectations, and decisions are implemented consistently and thoughtfully.

As a member of the Secondary Leadership Team, the Assistant Principal works collaboratively with the Principal and fellow Assistant Principals to lead assigned areas of responsibility, contribute to schoolwide planning and decision-making, and assume leadership responsibilities in the Principal's absence as assigned.

Reports to: Secondary School Principal

Collaborates closely with: Secondary Leadership Team, Heads of Department, Dean of Students, Student Services Team, Counseling Team, Curriculum and Instruction Team, and Faculty

Responsibilities: (Including but not limited to)

Teaching, Learning & Faculty Growth

- Provide administrative leadership for the consistent implementation of Secondary School teaching, learning, and assessment priorities aligned with ISP's Definition of Learning.
- Supervise and evaluate assigned faculty through classroom observations, evidence-based feedback, and appropriate follow-through within the school's professional growth and evaluation processes.
- Collaborate with Heads of Department, the Curriculum and Instruction Coordinator, and other relevant specialists to identify patterns, coordinate faculty support and professional learning, and advance Secondary School improvement priorities.

Student Support, Well-Being & Accountability

- Serve as a standing member of the Secondary Student Support Team, collaborating with the Dean of Students, counselors, Student Services, teachers, and families to coordinate universal, targeted, and intensive student support.
- Provide administrative leadership for student concerns requiring escalation, including determining and communicating appropriate consequences, supports, and next steps in accordance with school policy and in collaboration with the Principal as appropriate.
- Coordinate the well-being and student-life program for assigned grade levels, including advisory, WIN time, activities, assemblies, events, celebrations, and leadership opportunities that promote belonging, resilience, and responsibility.
- Respond to student safety and crisis concerns in accordance with school procedures, consulting with the Principal on all safeguarding concerns.

School Culture & Community Partnership

- Maintain a visible and approachable presence while building trusting relationships with students, faculty, families, and community members.
- Promote an inclusive school culture grounded in ISP's mission and core values through the consistent implementation of school expectations, procedures, and systems.
- Advance strategic staff well-being priorities by promoting clear and sustainable systems, strengthening connection and belonging, and responding thoughtfully and promptly to faculty feedback.
- Communicate proactively with families and facilitate conferences regarding student progress, concerns, decisions, and next steps when administrative involvement is required.

Operations, Assessment Systems & School Improvement

- Support the development and management of the Secondary School master schedule, using enrollment, course requests, staffing, graduation requirements, program needs, and scheduling constraints.
- Coordinate standardized assessment administration and collaborate with faculty and school leaders to use results to inform teaching, student support, and school improvement.
- Oversee assigned operations, including daily scheduling, supervision, attendance systems, event logistics, and emergency procedures, to support the safe and effective functioning of the school.
- Contribute to the development, implementation, and review of Secondary School goals, policies, procedures, and improvement plans.
- Participate in recruitment, onboarding, retention, and whole-school initiatives, representing the Secondary School as assigned.

Scope of Responsibility

Within assigned areas of responsibility and established school policies, the Assistant Principal may supervise and evaluate faculty; determine and communicate appropriate responses to student concerns; and oversee assigned programs, assessments, systems, and operations.

The Assistant Principal collaborates with the Principal on matters involving school policy or exceptions, personnel action, safeguarding concerns, major disciplinary action, resource allocation, or broader school direction. Areas of responsibility and decision-making authority may be adjusted according to school priorities and leadership-team needs.

What you will do: Day-to-day tasks:

The Assistant Principal may regularly:

- Observe, supervise, and evaluate assigned faculty, providing evidence-based feedback and follow-up.

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- Collaborate with students, families, and relevant colleagues to address academic, behavioral, attendance, and well-being concerns.
- Review student and school data to identify priorities and coordinate appropriate action.
- Support the development and adjustment of the master schedule and help resolve scheduling conflicts.
- Coordinate standardized assessments, including communication, logistics, administration, and follow-up.
- Coordinate advisory, WIN time, social-emotional learning, and student-life programming for assigned grade levels.
- Support daily school operations, supervision, events, and Secondary Leadership Team priorities.
- Complete additional duties and responsibilities assigned by the Secondary School Principal.

What you bring: Characteristics this candidate needs to possess to excel in this position.

The successful Assistant Principal:

- Builds strong relationships and communicates effectively while maintaining clear expectations, accountability, and professional boundaries.
- Collaborates openly and constructively, contributing to shared decision-making and collective follow-through.
- Demonstrates sound judgment, discretion, confidentiality, and integrity, using evidence, reflection, and multiple perspectives to make thoughtful decisions.
- Balances instructional leadership, student well-being, and operational responsibilities effectively.
- Remains calm, approachable, and solution-oriented during complex or high-pressure situations.
- Provides constructive feedback and supports the professional growth of others.
- Thinks strategically and manages complex systems and competing priorities with organization, flexibility, attention to detail, and reliable follow-through.

Qualifications: Necessary skills, knowledge, and experience to perform the job.

Required

- Master's degree in Educational Leadership, Curriculum and Instruction, or a related field, with a valid teaching or school leadership credential or equivalent qualification.
- Successful secondary teaching and/or educational leadership experience.
- Experience observing, supervising, evaluating, and providing feedback to faculty.
- Experience developing and managing a complex secondary school master schedule.
- Experience coordinating standardized assessments and supporting the use of results.
- Strong understanding of secondary teaching and learning, assessment, student support, and adolescent development.

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- Strong technological and data-management skills, including experience with scheduling platforms, student-information systems, and the use of school data to inform decisions.
- Commitment to inclusive, student-centered, and restorative practices.

Preferred

- Experience as an Assistant Principal or in a comparable secondary school leadership role.
- Experience with the IB Diploma Programme, Advanced Placement, and multiple graduation pathways.
- Experience leading professional learning, school-improvement initiatives, and student-support programming such as MTSS, SEL, restorative practices, advisory, or intervention periods.
- Experience in an international or culturally diverse school community.
- Professional proficiency in English and Spanish.

***This job description was last updated:
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