

Job Description

ES 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.

Job Description

ES Assistant Principal

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

Reports to: Elementary School Principal

Collaborates closely with: Assistant Principals, Team Leads, Curriculum and Instruction Coordinators, K-12 Coordinators and Specialists, Teachers, and other colleagues as appropriate.

Role Overview

The Elementary School Assistant Principal is a key instructional and community leader who works in close partnership with the Elementary School Principal and Leadership Team to support students, faculty, staff, and the overall success of the Elementary School. The Assistant Principal plays an active and visible role in creating the conditions for students and adults to learn, grow, and thrive.

Grounded in the ISP Way, the Assistant Principal helps ensure that the school's Mission, Definition of Learning, Principles of Learning, and Core Values are reflected in

Job Description

ES Assistant Principal

daily practices, decisions, and interactions. The Assistant Principal works alongside teachers and teams to strengthen teaching and learning, support students' academic, behavioral, and social-emotional needs, and promote consistent practices and expectations across the Elementary School.

As a highly visible and collaborative leader, the Assistant Principal builds trusting relationships, communicates clearly, and approaches leadership with care, consistency, and responsiveness. Working in partnership with the Principal, the Assistant Principal actively supports schoolwide priorities while balancing support with accountability, helping students and staff understand expectations, take responsibility, and continue to grow.

The Elementary Division at ISP serves approximately 650 students in PK3 through Grade 5 and includes more than 100 faculty and staff members. The Elementary administrative leadership team includes the Elementary School Principal, two Assistant Principals, the Early Childhood Principal, Counselors, and Curriculum and Instruction Coordinators, who work collaboratively to support students, staff, and the overall learning environment.

Responsibilities

Including, but not limited to:

Teaching, Learning, and the ISP Way

- Promote and model the ISP Way, ensuring the school's Mission, Definition of Learning, Principles of Learning, and Core Values are reflected in teaching, learning, decision-making, and daily practice.
- Collaborate with teachers, instructional leaders, and administrators to strengthen curriculum, instruction, and assessment.
- Maintain a visible presence in classrooms through regular walkthroughs, observations, and participation in student learning.

Job Description

ES Assistant Principal

- Provide timely, actionable feedback to teachers and learning assistants to strengthen instructional practice and student learning.
- Use student learning data and other evidence to identify strengths, needs, and opportunities for growth.
- Support grade-level and specialist teams with collaborative planning, problem-solving, and implementation of instructional priorities and structures that respond to diverse student needs.

Professional Growth, Support, and Accountability

- Build trusting professional relationships while maintaining clear expectations and accountability for professional responsibilities and schoolwide practices.
- Supervise, support, coach, and evaluate teachers and support staff as assigned by the Principal.
- Identify areas where individuals or teams need additional support and collaboratively develop plans for growth and improvement.
- Address concerns related to professional expectations or performance in a timely, direct, and constructive manner.
- Collaborate with the Elementary Leadership Team to plan and support professional learning based on identified student, staff, and school needs.

Student Learning, Well-Being, and Behavior

- Maintain a visible and approachable presence and build positive relationships with students.
- Promote a safe, inclusive, caring, and engaging learning environment in which all students experience belonging and high expectations.
- Collaborate with teachers, counselors, Student Services, families, and other staff to respond to students' academic, behavioral, social, and emotional needs.

Job Description

ES Assistant Principal

- Support consistent implementation of schoolwide expectations, behavior systems, interventions, and restorative practices.
- Respond to significant or ongoing student concerns while supporting teachers in developing effective interventions and responses.
- Hold students accountable for their choices while helping them reflect, repair harm, develop skills, and successfully return to learning.
- Use relevant student data to identify patterns, determine proactive supports, and participate in student support processes as appropriate.

Collaboration and Communication

- Develop strong, collaborative relationships with students, faculty, staff, families, and the broader ISP community.
- Communicate clearly, consistently, respectfully, and proactively, listening with curiosity and seeking to understand different perspectives.
- Navigate challenging conversations with respect, empathy, objectivity, confidentiality, and a solutions-focused approach.
- Communicate with families regarding student learning, well-being, behavior, and disciplinary concerns as appropriate.
- Collaborate closely with the Principal and other Elementary Assistant Principal to ensure consistency and alignment across the Elementary School.
- Foster collaboration across teams and programs and contribute to a culture of shared responsibility in which all students are our students.

School Leadership and Strategic Priorities

- Serve as an active member of the Elementary Leadership Team and contribute to the development, implementation, and evaluation of school goals and priorities.
- Actively lead and support schoolwide initiatives, helping move agreed-upon priorities from planning to consistent implementation.

Job Description

ES Assistant Principal

- Work in partnership with the Principal to strengthen a positive, inclusive, collaborative, and accountable school culture.
- Model alignment with the ISP Way and schoolwide decisions, expectations, and priorities.
- Use feedback and data from students, staff, and families to inform school improvement and identify emerging needs.
- Support change by helping staff understand the purpose behind initiatives, providing appropriate support, and maintaining accountability for implementation.

Operations, Safety, and School Management

- Assist the Principal in maintaining and continuously improving Elementary School systems, procedures, and daily operations.
- Support effective student supervision and safety procedures throughout the school day and during school events.
- Help maintain a safe, organized, welcoming, and learning-focused school environment.
- Assist with scheduling, staffing, and other operational needs as assigned.
- Respond effectively to unexpected situations and support appropriate decision-making, communication, and follow-up.
- Support emergency preparedness and school safety procedures.
- Assume the responsibilities of the Elementary School Principal when the Principal is absent.

What You Bring

- A student-centered leadership approach grounded in care, inclusion, high expectations, and a belief in the potential of every learner.
- A deep commitment to student learning, effective teaching, and instructional leadership.

Job Description

ES Assistant Principal

- A collaborative mindset and ability to build trusting, productive relationships across a school community.
- The ability to balance support and accountability while helping students and adults grow and succeed.
- Strong communication and interpersonal skills, including the ability to listen, provide constructive feedback, and navigate difficult conversations.
- A reflective, growth-oriented mindset and commitment to continuous professional learning.
- Resourcefulness, adaptability, sound judgment, and the ability to respond effectively to the changing and sometimes unexpected needs of a school.
- Strong organization, prioritization, problem-solving, and follow-through.
- A high degree of professionalism, integrity, discretion, and cultural responsiveness.
- A commitment to diversity, equity, inclusion, and belonging within a culturally and linguistically diverse international community.
- A commitment to actively modeling and advancing ISP's Mission, Core Values, Definition of Learning, Principles of Learning, and schoolwide priorities.

Basic Qualifications

Essential

- Successful teaching experience in the elementary grades and a comprehensive understanding of the academic, social, emotional, and developmental needs of elementary-aged students.
- Demonstrated success in a formal or informal educational leadership role.
- Qualifications in educational leadership, school administration, or a related field, or current study toward such qualifications.
- Experience supporting, coaching, or providing feedback to teachers and other educational professionals.

Job Description**ES Assistant Principal**

- Experience supporting student behavior, well-being, and discipline through developmentally appropriate, restorative, and relationship-centered practices.
- Demonstrated ability to communicate effectively, navigate challenging situations, resolve conflict, and make thoughtful decisions under pressure.
- Strong organizational, technological, time-management, and problem-solving skills.
- Demonstrated ability to work effectively with culturally and linguistically diverse students, families, and colleagues.

Preferred

- Previous experience in school administration or a formal school leadership position.
- Previous experience in an international school or similarly diverse educational setting.
- Master's degree or advanced qualification in educational leadership, curriculum and instruction, or a related field.
- Experience with Responsive Classroom or a similar research-informed approach to positive school culture, belonging, and developmentally responsive behavior support.
- Knowledge of research-informed, high-impact instructional practices and approaches such as Standards-Based Grading, Universal Design for Learning, Competency-Based Learning, and Blended Learning.
- Experience leading school improvement initiatives or facilitating adult professional learning.

Updated September 2026