



Ministry of Education, Culture, Science & Technology

VACANCY FOR PRINCIPAL

The MOECST invites applications for the post of PRINCIPAL at Bella Vista Government High School

Academic Qualifications:

- Preferably Master's Degree in Educational Leadership or its equivalent
- Bachelor's Degree in Secondary Education or its equivalent

Professional qualities:

- Minimum of five (5) years of experience in administration
- Hold a full secondary level teaching license
- Capacity to provide moral, ethical and collaborative leadership
- Ability to motivate and encourage team spirit among faculty and staff
- Superior communication skills in both writing and speaking
- Ability to provide strategic leadership in spearheading the monitoring of school developmental plans and managing day to day operational plans and processes
- Possesses strong organizational and instructional leadership skills
- Capacity to demonstrate Social-Emotional skills in building relationship with faculty, parents and students
- Working knowledge of the Educational Rules and Regulations and Policies governing secondary schools

Duties/Responsibilities will include (but is not limited to):

As per Education Amendment Rules 2012 Rule 37. -1 (a-h), 2(a-h), 3 (a-c), 4 (a-e) and 5

- Furthering the Mission, Vision and Values of Bella Vista High School.
- In collaboration with the Board of Management, guiding the formulation of school policies, rules and programs.
- Overseeing the daily administration of the school as well as the admission, placement and graduation of students.
- Fostering and maintaining a safe school environment and culture conducive to teaching and learning.
- Providing educational and instructional leadership in areas of pedagogy, curriculum and assessment.

Salary:

Commensurate with educational qualifications and in accordance with Government Pay Scale.

Prospective applicants must submit the following documents:

- Cover Letter with resume
- Valid Teacher's License
- Qualifications (*Original transcript*)
- Social Security Card (*Certified copy*)
- Birth Certificate/Passport (*Certified copy*)
- Medical Certificate
- Police Record (*Original*)
- Two (2) recent character references
- Work Permit (*where applicable*)
- Marriage/Divorce Certificate (*where applicable*)

ALL Documents must be certified and any documents in a foreign language must be accompanied by an official English translation. Only applicants who qualify will be invited for interviews.

Interested candidates should submit application packages on or before Friday, 16 July 2021 to:

General Manager
Government Primary Schools
52 Albert Street, Belize City
(+501) - 207 - 1905
gm.primaryschools@moe.gov.bz