



# Rwanda School Project

## Head of School

### Job Description & Position Details

#### Background

The Rwanda School Project (RSP), a United States non-profit organization, was established in 2005 for the sole purpose of founding The Rwamagana Lutheran School (RLS). The school is managed and supported by the RSP Board of Directors in the United States and by the Lutheran Education Development Association (LEDA), a local non-governmental organization (NGO) in Rwanda.

#### Summary

The Head of School is responsible to ensure an excellent education is provided to students by delivering strategic leadership for all stakeholders of RLS. This is to be done by working with staff, RSP Board of Directors and LEDA to establish and accomplish long-range goals, strategies, plans and policies.

#### Essential Functions Inherent in this Position

1. Fierce Advocate of School
  - a. Develop and maintain relationships locally and globally with leaders in the field, other associations and government officials that are in the best interest of the school.
  - b. Be a spokesperson for school mission, vision and values and school charter.
  - c. Oversee the development of marketing and advertising initiatives.
2. Leadership
  - a. Provide visionary and strategic leadership for the school and collaborate with staff members and boards of directors to develop short and long-term goals.
  - b. Provide leadership to successfully implement those goals and to develop future leaders.
  - c. Set a positive tone for the quality and character of school life and culture.
  - d. Supervise administrative team leaders: principal, instructional guide, and finance & business manager or any future administrative leaders.
  - e. Establish credibility throughout the organization and with the board as an effective problem solver.
  - f. Monitor team goals and structures to assure they are effective and efficient.
  - g. Advocate for and implement Expeditionary Learning (EL) structures within school fabric.
3. Student & Program Support
  - a. Attend important school functions.
  - b. Make classroom visits.
  - c. Collaborate with principal in key disciplinary decisions.
4. Business & Finance
  - a. Promote fund development to achieve long term sustainability of school.
  - b. Direct the organization's financial goals, objectives, and budget development and review.
  - c. Perform regular review of financial reports and expenditures.
  - d. Develop and manage grant relationships.
5. Professional Development & Supervision
  - a. Develop curriculum (EL, environmental studies program, WASP, etc.)
  - b. Coach and supervise team leaders, including professional development, setting goals, performance evaluations, discipline as necessary and compensation evaluation.
  - c. Develop and implement personnel policies and procedures.
  - d. Hire, train and terminate employees as needed, in coordination with administrative team leaders.
  - e. Maintain regular cadence of meetings with staff.

6. Facility Oversight & Development
  - a. Assist in development of technology goals to continue to drive implementation of new technologies for students.
  - b. Develop & oversee construction.
7. International Opportunities & Volunteer Management
  - a. Vet and manage application and reporting process for volunteers and fellows.
  - b. Monitor and oversee international exchange opportunities.
  - c. Manage visiting groups and relationships of RSP and Evangelical Lutheran Church of America (ELCA).
8. Board Liaison
  - a. Act as ex officio member to the US Board of Directors of the Rwanda School Project and the governing board of LEDA.
  - b. Write annual report.
  - c. Ensure communication with potential and current donors.
  - d. Ensure international visitors' contact information is communicated to RSP.

### **Required Education and Experience**

1. Bachelor's degree.
2. 5-10 years of related educational or non-profit experience.
3. Life experience with both East African and United States or Canadian Cultures.
4. Training and/or experience in management and supervision.

### **Work Environment**

This job operates at the school premises in Rwamagana, Rwanda.

### **Travel**

Travel is primarily local during the business day. Travel to the United States and other parts of Rwanda is expected. A school vehicle is available for local transportation.

### **Employment Details**

1. At-will position with expected term of three years with mutually agreeable extensions possible.
2. Full-time exempt position.
3. Salary level depending on experience.
4. Medical insurance provided.
5. Travel expenses reimbursement including one round trip ticket to the United States for fund development, initial flight to Rwanda and home at the end of the term of this agreement and mileage reimbursement of up to \$1,850 per year based on IRS standard mileage reimbursement for business rate for a given year.
6. Three (3) weeks paid vacation.

### **Additional Eligibility Qualifications**

Live within 20 kilometers of Rwamagana.

### **Work Authorization**

If not a citizen of Rwanda, candidate must qualify for and obtain required approval to be able to work in Rwanda.