



Elementary Principal

The Blue Valley School is seeking an experienced, dynamic and motivated educational leader. The ideal candidate will honor the history and academic program while bringing an innovative, inclusive approach to the school. They will ensure the Elementary School continues to be a rich and engaging environment for children.

This position provides an exceptional opportunity for a forward-thinking educator with a global perspective and the desire to become part of a learning community characterized by strong relationships, diverse interests, and a rigorous academic curriculum in both English and Spanish. We are an international school strongly rooted in local, Costa Rican culture.

The Elementary Principal must be a strong educational leader, excited by, and committed to the ongoing development of BVS. They will be:

- An inspiration to teachers
- A developer, leader, and manager that will ensure the placement of an outstanding teacher in every classroom.
- A promoter of professional growth focused on improving student outcomes and strengthening teaching and learning;
- A “leader of learning” with a clear vision of how to optimize learning opportunities for the full range of diverse learners at BVS;

Preferred Qualifications and characteristics of the new Principal include the following:

- Masters in Education
- Educational Administration training
- Ten or more years as a teacher with an exemplary teaching record
- Five or more years of experience in an elementary school administrative position (e.g. Principal or Assistant Principal)
- Proven leadership skills
- Experience facilitating, overseeing and coordinating curriculum and instruction
- Skilled at delegating, empowering, and mentoring faculty and staff
- Experience supervising and evaluating elementary school faculty and staff
- Ability to recruit and retain highly qualified teachers
- Flexibility to learn and adapt to new cultures and situations.
- Strong communication skills
- Evidence of positive relationships with students, parents, faculty and staff
- Competent technology user
- Highly organized and task oriented
- Interested in a long-term commitment to Blue Valley School
- Commit to additional hours required beyond the typical school hours
- Bilingual; English and Spanish (preferred)



Member of **inspired**

(506) 2215.2204
communication@bluevalley.ed.cr

www.bluevalley.ed.cr



Main Duties and Responsibilities

- Responsible for the overall achievement, welfare and safety of students within the elementary school.
- Provides curricular and instructional leadership by supervising the design and development of academic programs and activities, their implementation, and their evaluation.
- Works closely with the school faculty and staff in identifying educational and instructional needs, and in developing plans to improve the instructional process.
- Assigns academic, advisory, and administrative tasks.
- Evaluates the performance of faculty and staff and provides opportunity for improvement.
- Provides for the planning and development of staff training programs
- Promotes and maintains parental and community involvement.
- Participates in budget planning activities and develops control procedures.
- Contributes to the formulation of the school's strategic plans, and directs the day-to-day operation of the elementary programs.
- Confers and consults with parents regarding their children's school performance, behavior, and alternative problem solutions.
- Oversees the maintenance and the proper utilization of facilities, in coordination with Head of School and Facilities Manager
- Attends the Senior Management Team and other administrative meetings.

Salary and Benefits

The salary will be competitive and commensurate with the qualifications and experience of the successful candidate. Benefits include transportation, health insurance, free tuition for school-age dependents, work permit process and housing (for expatriates only).

Procedure for Filing Application

Candidates should submit the following information as a single pdf file attached to an email:

- A cover letter no longer than two pages explaining strengths and why interested in the Elementary School Principal position at BVS
- A current resume not to exceed two pages
- Two letters of reference from supervisors within the last five years
- A list of family dependents including names, ages, and grade level if seeking student enrolment at Blue Valley School

The review of candidates will begin as soon as applications are received. Skype video interviews will take place on a rolling basis and be scheduled for selected candidates soon after their applications are received.

Additional information about Blue Valley School can be found at the school's website at www.bluevalley.ed.cr



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