



The Bermuda Conference of Seventh-day Adventists is seeking a **Principal for the Bermuda Institute**, a premier K-12 accredited educational institution, commencing for the 2017-2018 school year.

The essential duties and responsibilities include, but are not limited to:

- Serving as the chief administrator of the school in collaborating with the School Board, its chairperson and the Superintendent in providing a vision and strategic direction for the school.
- Facilitating the design and implementation of curricula and strategic plans that enhance teaching and learning, ensuring the alignment of curriculum, instruction, resources and assessments. Promotes the use of varied assessments to measure student performance.
- Developing and implementing policies, programs, and curriculum in a manner that promote the spiritual and academic development of each student.
- Ensuring that the school's program is compatible with the legal, financial and organizational structure of the Seventh-day Adventist school system.
- Defining the responsibilities of faculty and staff members. Providing mentoring and managing the development and performance of faculty and staff.

Qualifications:

- Must be a practicing member of the Seventh-day Adventist Church and committed to its denominational beliefs and its particular approach to Seventh-day Adventist education.
- Must possess, at a minimum, a Master's degree in the area of education, educational administration, educational leadership, curriculum and instruction, or closely related area.
- Must possess or be eligible for Seventh-day Adventist certification and the Bermuda Education Certificate.
- Must have at least ten (10) years' teaching experience, of which at least five (5) years must have been at the senior leadership level in a K-12 environment.

Required leadership competencies:

- Visionary Leadership – involves the school community in creating and sustaining a shared vision, mission, values, principles and goals.
- Instructional Leadership – facilitates the design and implementation of curricula and strategic plans that enhance teaching and learning.
- Management of School Operations and Resources – manages school operations and resources to ensure a safe, caring and effective learning environment.
- Fostering Effective Relationships – builds trust and fosters positive working relationships within the school community on the basis of appropriate values and ethical foundations.

Required general competencies:

- Excellent interpersonal skills.
- Excellent problem-solving skills to include effectively planning ahead to anticipate problems for worst-case and best-case scenarios.
- Excellent verbal and written communication skills – handles complex and difficult situations with thought and confidence; delivers appropriate information to the right stakeholders.
- Ability to collect, analyze, and interpret data to assist with decision-making.
- Ability to plan and organize.
- Makes sensible, intelligent decisions in difficult and deadline driven situations.
- Excellent attention to detail.
- Demonstrates passion – approaches all tasks with enthusiasm.
- Self-motivated and self-aware – recognizes own strengths and areas for development and is committed to personal development.

Interested persons must submit a cover letter outlining how they have effectively demonstrated the required leadership competencies and a curriculum vitae/résumé to info@bermudaconference.bm no later than Monday, March 20, 2017.

This position has a salary and benefits in keeping with the compensation structure of the Bermuda Conference of Seventh-day Adventists.