

The PYP School Principal's job description

I. General regulations

1. The PYP School Principal is recruited by the governing body (Educational Department) order.
2. The School Principal has to be familiarized with the following:
 - 2.1. Constitution of the Russian Federation
 - 2.2. Child Rights Convention
 - 2.3. Federal law «About education in Russian Federation» (29 December 2012)
 - 2.4. Federal State Educational Standards for primary education
 - 2.5. PYP documents
 - 2.6. Principles of Russian didactics
 - 2.7. The basis of pedagogics and psychology
 - 2.8. Guides for developing of the IB documents
 - 2.9. Systematisation principles of information
 - 2.10. Funds of educational literature in the IB languages for the PYP realisation
 - 2.11. The basis of economy and sociology
 - 2.12. The basis of financial management of educational establishments
 - 2.13. The Civil, Administrative, Labor, Budget and Tax Codes of the Russian Federation connected to educational management
 - 2.14. The basis of management and HR
 - 2.15. The basis of managing projects
3. The School Principal understands and shares the IB philosophy and is ready to follow its goals.

II. Job description

The PYP School Principal is responsible for:

1. Implementing of the PYP programme at school.
2. Setting goals, tasks and strategies for the school development through the PYP.
3. Planning the budget collaboratively with the coordinator.
4. Approving of the PD annual plan.
5. Promoting the IB programmes among parents through meetings, school site, brochures and etc.
6. Provides the following of the IB requirements during the educational process; requirements to written curriculum, to school activity results and the quality of education.
7. Paying annual fees timely and regularly.
8. Developing the school schedule according to the IB requirements.
9. Appointing collaborative meetings with parents and the school board.
10. Keeping record of all completed documents for the PYP (POI, unit planners, policies and etc.)
11. Participating in the community of the IB schools.