

# Job Description—Director, Susanna Wesley School

## *International Hands in Service*

The director of the Susanna Wesley School is responsible for the overall operations, administration, and fundraising activities related to the school. General responsibilities include the supervision of teachers and related staff, all school expenditures, school certification, curriculum development, etc. The director reports to the Executive Director of International Hands in Service - Project Salud y Paz. The School Director exercises supervision over all school personnel which may include a volunteer assistant.

### **Duties and Responsibilities**

- Establishes and maintains a course of instruction appropriate for ages 4-8 with emphasis on Spanish language, healthy habits, and basic skills
- Responsible for all school related expenditures
- Supervise school kitchen and staff
- Approve scholarship applications
- Prepares and submits an annual budget for the school
- Submits reports and receipts for all expenditures and revenue of the school.
- Develops and implements a school fundraising program including recruitment of child sponsors and donor communication.
- Develop and implement ongoing training for the staff of the school.
- Recruit and register students for the school year.
- Participate in parent meetings
- Participate in school special events
- Establish and maintain relationships with local governmental officials and sister schools.
- Ensures that all required reports are submitted to the Guatemalan Department of Education
- Complete quarterly and annual reports on school activities and fundraising to Executive Director
- Produce a monthly newsletter for sponsors and other interested parties
- Other related duties

### **Qualifications**

- Degree in Education, school administration or related degree preferred.
- Knowledge of age appropriate instructional techniques and curriculum
- Basic ability with Excel spread sheets
- Good oral and written communication skills
- Ability to supervise personnel
- Intermediate level of Spanish or willingness to learn
- Ability to plan and problem solve with persons from a different culture
- Sensitivity to cultural differences and ability to set expectations based on that knowledge is very important
- Ability to drive stick shift vehicle or willingness to learn

This is a volunteer position with business expenses (such as phone and internet) covered; a stipend may also be available for living expenses.