

## School Manager (External School Supplementary)

Pour un Sourire d'Enfant (PSE) - For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995. Its mission is to help children escape from destitution and lead them to decent, skilled and well-paid jobs.

Recognized by the local authorities, PSE is working in respect of the country with the Cambodians and thus supports sustainable development.

Six main programs – adapted to the needs of the children – have been developed: food, health, protection, education & schooling, vocational training and help for families.

PSE helps more than 6,500 children and more than 6,000 graduates from PSE Vocational Training program graduates have already successfully integrated the job market with a real qualified position. PSE employs more than 650 people in Cambodia (Phnom Penh mainly) and 6 staff at the headquarters in France. 400 volunteers in different countries are actively working on making the organization known through fundraising donations and sponsorships.

In 2000, PSE received the French Human Rights Prize from the French Republic.

**Location:** Phnom Penh, Cambodia

**Starting date:** 06/2022

### **Job description:**

This Position is responsible for the quality of teacher team management and students' learning outcomes.

Scope of job:

- Staff management: Managing 17 teachers
- Problem solving: staff and student performance and engagement issues, parent/community and PSE crossed-function relations, and external communication for education quality assurance
- Communication: General Education Department, Education and Social Department, Vocational training department, Supports Educations, School of Language, Pedagogy Department, and relevance support offices

**Missions:**

1. Teacher Team Management, Training and Development
  - ? Manage and set up the class schedule and the team's time in/out
  - ? Manage the teacher team evaluation processes (objective set-up, follow-up, feedback, performance appraisal)
  - ? Manage and ensure the quality of teacher's teaching performance, administration, and resources
  - ? Evaluate, review and update the Job Description to promote effective functionality of the team
  - ? Evaluate and assess the training needs of the team
  - ? Propose and provide trainings as needed
  - ? Follow up and feedback on the teacher's capacity and performance progress
  - ? Manage the class replacement
2. Curriculum Development and Implementation
  - ? Monitor/assess/propose for the development of the school programs on its contents, pedagogical approach, and organization
  - ? Ensure the implementation of the school programs and evaluation
  - ? Support and manage the academic activities, planning, and all exams
  - ? Create and manage extra learning activities to promote the learning outcomes and positive attitudes of the students
3. Students Evaluation, Supports and Security Insurance
  - ? Manage the academic score records and reports and communicate to all relevance
  - ? Lead and ensure the reinforcement actions for the students' learning progress
  - ? Ensure the application of the school regulation for both student and staff
  - ? Lead and support to the self-learning activities and alternative learning projects
  - ? Provide support to promote and ensure the school cleanliness
  - ? Promote engagement/relation with students, parents, teachers, and all relevance
4. Crossed-function Relation and Corporation
  - ? Support and participate with Pedagogy Department in creating, developing and implementing the school curriculum
  - ? Involve in teacher recruitment processes with HR department and ensure the quality of the teacher recruitment
  - ? Provide coordination/supports to Career Guidance/Orientation Office for the activities with students
  - ? Support Administrative Assistant to ensure study materials, uniforms and office supplies for teachers are timely distributed and an effective utilization
  - ? Monitor the safe maintenance and security operation for all school buildings, equipment and furniture
  - ? Ensure all administrative records and reports for related government departments and authorities are timely submitted to Central Office and appropriately maintained
  - ? Prepare annual budget, program need assessment and workforce
  - ? Produce semi & annual reports

**Profile:**

- ? At least Bachelor Degree of Education or Management (Master Degree is preference)
- ? Minimum 5 years' experience in managing the team (managing a school team is an advantage)
- ? Management and Leadership
- ? Education quality assurance
- ? High level of English for both writing and oral communication
- ? Good knowledge of MS Office, Google Applications
- ? Good interpersonal and communication skill
  
- ? Commitment to PSE's vision, PSE's core values and code of conduct
- ? Policy compliance and protection of children
- ? Patience, adaptability and ability to cope with change process.
- ? Ensuring timely, high quality results. Being a role model for continuous learning and improvement.

**Status:** Contrat local

**Details and contact :**

[www.pse.ngo](http://www.pse.ngo) for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to [recruitment@pse.ngo](mailto:recruitment@pse.ngo)

Recruitment team contact: 093 617 555