

Primary School Manager

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: 02/2023

Job description:

This Position is responsible for the daily organisation management, administration and operation of the supervised school program connected with staff, parents, and other stakeholders within PSE for the best learning outcomes and well-being of the students.

Missions:

Main Responsibilities:

- 1- Program 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 student evaluation (monthly/quarterly test, entrance test, semester/final exams, ...)
 - ? Create and manage extra learning activities to promote the best learning outcomes and positive attitudes of the students
- 2- Team Management, Training, and Development
 - ? Manage and set up the class schedule and program annual activity
 - ? Manage the teacher team evaluation processes (objective set-up, follow-up, feedback, performance appraisal)
 - ? Manage and ensure the daily quality of teacher's teaching performance, administrative tasks, and resources (campus inspection visit, pop-in class observation, randomly check on students' learning record books, administration/resources folders, ...)
 - ? Evaluate and assess the training needs of the team and proceed the training plan request
 - ? Propose and provide trainings as needed/where necessary
 - ? Follow up and feedback on the teacher's capacity and performance progress
 - ? Manage the class replacement and teachers' attendance
 - ? Promote positive leadership, team building and solidarity work spirit
- 3- Students Evaluation, Supports, and Security Insurance
 - ? Manage the academic score records and reports and communicate to all internal relevance and parents
 - ? 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 for the students
 - ? Provide support to promote and ensure the school cleanliness and its safety
 - ? Liaise engagement/relation with students, parents, teachers, and all relevant sections to promote the students' well-being, learning attendance, and dropout prevention
 - ? Ensure study materials, uniforms and office supplies for students/teachers are timely distributed with an effective utilization
 - ? Ensure the maintenance and security services for the class buildings, equipment, and furniture
- 4- Crossed-function Relation and Corporation
 - ? Work in a close cooperation with Department Director and get fully involve on the yearly department's objectives, workforce plan, program need assessment, and strategy development
 - ? Prepare and manage the budget and expenses of the program
 - ? Work with Pedagogy Department in developing the teacher's pedagogical skill to an effective implementation of the school curriculum
 - ? Involve with HR department in teacher recruitment processes and ensure the quality of teacher recruitment
 - ? Provide coordination/support to the Career Guidance and Skill Orientation Office for the activities with students
 - ? Ensure the quality of records and reports to the Department Director
 - ? Regularly set up the meeting with teachers and relevant people/departments to update on progress and resolution to any challenges and issues
 - ? Produce semi & annual activity reports of the program and any required reports for specific education project development/funding

Profile:**Job Requirements:****Education**

At least Bachelor Degree of Education or Management (Master Degree is preference)

Experience

Minimum 5 years' experience in managing the team (managing a school team and teaching experience is an advantage)

Skills

- ? Relevant education program/curriculum development/management
- ? Leadership and team management
- ? Academy and education quality assurance
- ? Presentation and reporting skills

Specific Technical Competencies

- ? Good knowledge of MS Office, and Google Applications
- ? High level of English for both writing and oral communication
- ? Good interpersonal and communication skill
- ? Conflict resolution skill
- ? Proactive and quick response
- ? Ability to work under pressure Attitudes

- ? 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.

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Status: Contrat local

Details and contact :

www.pse.ngo for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to recruitment@pse.ngo

Recruitment team contact: 093 617 555 Telegram: <https://t.me/pserecruit>