



Ayb Learning Hub Foundation  
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## Job Description Executive Director of Ayb School

### General Description of Role

The Executive Director is the school's top executive and team leader, reporting to the Board of Trustees. He or she must advance the school's strategic goals, while always acting in the best interest of the students.

The Ayb School Executive Director should deeply engage in Ayb's mission, fully dedicate him or herself to Ayb's goals, uphold Ayb's thought leadership on a national and international level, and increase the contribution of the school to the wider public good. The Executive Director should at all times aim to fulfill the mission set out in the school's charter. The Executive Director should strive to serve the development of the Armenian educational system, contribute to the formation and success of the next generation of students, strengthen the community around Ayb School, as well as establish and maintain effective communication between the Ayb community and the wider society.

### Objectives of the Executive Director

#### *1. Strategic management*

- 1.1. Be an inspiring and guiding leader for school staff, managing the school's Senior Leadership Team, all while taking care of the staff and students' needs.
- 1.2. Consistently advance the school's growth and development according to the strategic goals set by the Board of Trustees; this is both in order to maintain the school's leading role in the Armenian educational field and to meet the requirements of preparing students for overall success.
- 1.4. Appoint and oversee a Senior Management Team that will develop and implement policies, rules, procedures, and other regulations that are necessary for the school's management, ensuring consistency and efficiency in all areas of operation.
- 1.5. Monitor the school's activities and present them to the Board of Trustees, with a complete and unbiased representation of the situation at all times. Make sure periodic internal and external assessments are organized to identify existing problems and provide solutions.
- 1.6. With the support of a finance team, ensure the financial sustainability of the school and effective cost management based on the strategic objectives of the school.
- 1.7. Take a leadership role in fundraising activities, in collaboration with our fundraising team, to benefit the school's future development and scholarship programs. Maintain healthy relationships with a robust

pool of current donors and build new connections to further increase the fundraising capacity of the school.

## ***2. Thought and values leadership***

2.1. Ensure that decisions made at the school are grounded in pedagogy and morality, derived from the values of the Ayb community, and drawn from Christian and universal values. Be ready to represent the school's values and strengths under pressure.

2.2. Establish strong relationships across the Board of Trustees, employees, students, parents, and the community at large to maintain a warm and healthy atmosphere around the school. This atmosphere should be shaped by our cultural and Christian values, enabling students to develop as versatile, harmonious, and values-based free thinkers, in full accordance with the eight virtues of the Ayb Student.

2.3. Work with the Ayb Foundation and its wide circle of supporters to consistently develop the role of the school, in accordance with a predetermined set of Ayb community goals.

2.4. Maintain a systemic leadership role in relation with the Araratian Baccalaureate candidate schools, a program of sharing our pedagogical success with public schools across Armenia.

## ***3. Organizational leadership***

3.1. Ensure that each management group's work is planned, distributed, organized and evaluated. Ensure the effective delegation and balance of work in accordance with staff members' job descriptions and the overall organizational structure.

3.2. Foster participative leadership principles at all levels across the school.

3.3. Ensure compliance of the school's operation with its guiding documents, existing standards, and normative requirements. Ensure the transparency of the school's working culture in conformity with the principles set forth by the Board of Trustees.

3.4. Make sure that an efficient staff management system is implemented and constantly improved; the system should set clear goals for employees and support their professional development.

3.5. Ensure that the professional development of personnel take place and that the staff participates in group and individual development programs where appropriate.

3.6. Establish ethical and moral standards in the school, strictly prohibit any disrespect towards school community members. Ensure that only people who meet the ethical standards and values of the Ayb community work at school.

3.7. Lead the continuous improvement of the school's internal working environment; this includes monitoring employee satisfaction, motivation and efficiency so that school staff have the full knowledge to effectively carry out their work.

3.8. Ensure that Ayb alumni are engaged in school activities. In collaboration with the alumni team, make sure that the administration's connection with alumni is solid and continuous.

3.9. Ensure that clashes between personal interests and school interests are avoided; ensure that conflicts of interests of different parties are revealed, duly controlled, and eliminated.

#### ***4. Teaching and learning***

4.1. Ensure the educational excellence for all of the school's students: make sure that a rich educational environment is provided to students with a variety of exciting and inspirational meetings, events and supplementary lessons; projects aimed at public good, and that students actively engage with them.

4.2. Ensure that the school environment encourages teachers to be dedicated to education and that teaching is carried out with high professionalism and diligence. Students are encouraged to achieve their highest potential and behave as expected of the Ayb school student, developing the eight virtues of the Ayb student.

4.3. Ensure the quality of education we deliver by leading the implementation of the Araratian Baccalaureate program to its full extent. Ensure the development of Ayb School's specific educational approaches and continuous improvement of its educational outcomes. Monitor the quality of education at school by using objective measuring tools and standards to take continuous steps to improve the quality of education.

4.4. Act as a role model for academic and professional honesty; monitor this across school personal and operations.

4.5. Regularly learn about new ideas and realities in the field of education internationally, through the examination of pedagogical research results and approaches used in other leading schools. Combine these new models with the school's strategic goals, test and implement leading and effective approaches.

4.6. Lead the constant development of research and innovation in the school. Promote research activities by employees and make sure that the best practices achieved are spread across the school.

4.7. Ensure that pupils are self-motivated and committed to independent, self-driven learning.

4.8. Identify and apply the right approaches to ensure that student behavior is improved without excessive restrictions on their freedom, and that students are guided toward responsible behavior.

4.9. Ensure a non-discriminatory learning environment that values all forms of achievement; in particular, ensuring that teachers and administrators do not focus disproportionately on students with high academic achievements, but to create equal opportunities and support each student's individual learning pathway, focusing on self-development and personal progress.

#### ***5. Health and safety***

5.1. Ensure the health and safety of pupils and staff at school and during out-of-school activities. Make sure periodic drills are organized so that pupils and staff are prepared to act in extreme and emergency situations.

5.2. Make sure that all the necessary arrangements are made to keep the school property safe.

## **6. Community**

6.1. Strengthen and maintain the highest level of links with the Ayb community.

6.2. Maintain a strong connection between the school and society at large. Be the principal spokesperson for the school and the whole Ayb community in educational matters. Disseminate the ideology the school is based on, contribute to the positive perception of the school's goals and actions, earn public trust and support for the school's work.

6.3. Maintain an active connection with the wider education community, in particular within Armenia, sharing Ayb's learnings and influence across the national educational landscape. Disseminate the pedagogical approaches and philosophies used in the school, the perception of the teacher's role in developing students' full potential, and support effective educational development processes in the country.

## **7. Work with the Board of Trustees of Ayb School**

7.1. Develop or update the strategy of the school in accordance with the vision and guidance from the Board of Trustees and provide the strategy for Board approval.

7.2. Prepare and present to the Board of Trustees regular management reports, according to procedures and timelines set forth by the Board.

7.3. Together with the leadership team prepare and supply to the Board of Trustees for the approval annual school Budget and its updates according to timelines set forth by the Board.

7.4. Carry out any other relevant activities that the School Board of Trustees may consider appropriate.

7.5. Coordinate the work of Board of Trustees so that that new fundraising opportunities are created.