

## Person Specification

### Executive Director of Ayb School

#### Qualifications and training

As the leader of an innovative and values-driven 21<sup>st</sup> century school, a school that is committed to having a profound impact on its students and the world, the candidate should meet or exceed the following qualifications:

##### *Essential*

1. Master's degree from a recognized higher education institution, preferably related to pedagogy or education research.
2. Knowledge of Armenian and English languages.

##### *Desirable*

1. Ability to communicate in Russian language.
2. PhD or any equivalent degree in education.
3. Management or administration degree (such as MBA, MA).
4. Evidence of further professional development relevant to the position of the executive director of an educational institution.

#### Competencies

##### *Essential*

1. Understanding of strategy and strategic management.
2. Ability to provide organizational, strategic and thought leadership based on values, lead changes and take well-calculated risks.
3. Experience in management of people and organizations at a senior level.
4. Ability to structure the organization, define roles and responsibilities. Ability to delegate, manage workload, monitor and improve team performance.
5. Good awareness about current educational trends and developments and understanding of their implications.
6. Ability to successfully acquire new skills at a fast pace and productively apply those skills in a professional context.
7. Experience with recruiting, managing and developing staff.
8. Experience with undertaking staff performance reviews and acting on any issues that arise.
9. Understanding of financial basics to read and review budgets.

### ***Desirable***

1. Awareness of current educational realities and developments in Armenia.
2. Understanding of inner structure of curricula, good knowledge of the contents and syllabi of main school subjects.
3. Knowledge about the principles of effective teaching and assessment for learning.
4. Evidence of working effectively with governing bodies (such as Board of Trustees).
5. Ability to use data, benchmarks and feedback to monitor and evaluate the quality of teaching, progress of pupils and identify trends.
6. Understanding of how information technologies could be used to improve efficiency of the organization.

### **Past Experience**

#### ***Essential***

1. Leadership role at senior level in a medium-to-large educational organization.
2. Readiness to teach and gain teaching skills in case there was no previous experience in teaching.

#### ***Desirable***

1. Experience as a teacher, lecturer or a trainer.
2. A senior position in a non-profit organization.
3. Substantial fundraising experience.
4. Ability in establishing effective public relations and networks.

### **Personal qualities and skills**

#### ***Essential***

1. Ambition to lead Ayb school to be one of the best educational institutions in the world.
2. Long-term dedication to education, a commitment to providing an engaging and fulfilling learning environment.
3. Excellent leadership skills, ability to take initiative, convince and motivate people, have personal impact and presence.
4. Excellent communication, writing and listening skills, ability to deliver impactful and engaging public speeches.
5. Creativity, emotional intelligence, responsiveness, self-awareness, openness, ability to come up with new ideas or embrace ideas from others, translate them, and turn them into reality.
6. Strong moral qualities, values and integrity, ability to lead by example, strong self-motivation, ability to accept mistakes and learn from them.
7. Commitment, readiness to act beyond the formal job description when required.
8. Ability to set and achieve ambitious targets, be action and result oriented, meet deadlines and be resilient and calm under pressure.
9. Ability to adapt and apply best practices from global experience with consideration of local traditions and cultural context.
10. Ability to be firm but fair, make hard decisions and take full responsibility for them.
11. Ability to research factual data and derive conclusions.

12. Ability to value and properly express appreciation of the commitment of employees or supporters.
13. Ability to build and maintain effective relationships that are beneficial for the school.
14. Good practical knowledge of relevant information technologies, ability to use them to improve personal performance.
15. Evidence of good personal organization, time-management.
16. Good sense of humor.