



EXCELSIOR HIGH SCHOOL

Faber's Road
Belize City, Belize
Telephone: 227-0044, Fax: 227-0722



VACANCY NOTICE

Vice Principal

(Temporary position - September to November 30, 2023)

Qualifications

- A master's degree in educational leadership; a bachelor's degree may be considered.

Responsibilities:

- Oversee day-to-day school operations.
- Manage school logistics and budgets.
- Set learning goals for students and teachers.
- Monitor and report on teacher performance and student discipline and performance.
- Research new resources and techniques to improve teaching.
- Review and implement school policies.
- Handle emergencies and school crises
- Ensure a safe and clean environment for students (e.g., implementing hygiene rules)
- Attend conferences to gain knowledge on current educational trends.

Requirements

- Knowledge of school administrative processes.
- Attention to detail.
- Great presentation and communication skills.
- Crisis management.
- Ability to coach and inspire.

Interested applicants must submit the following documents.

1. Résumé
2. Two (2) reference Letters
3. Certified copies of degrees
4. Recent Police Record
5. Birth Certificate/Passport
6. Valid Social Security Card
7. Valid Secondary-level Teacher's Licence
8. Medical Report
9. Transcript

Remuneration will be in accordance with the Government of Belize PayScale.

The deadline for applications is September 29, 2023.

Submissions can be addressed to:

Chairman
Board of Governors
Excelsior High School
Faber's Road