

Job Description

DEPUTY DIRECTOR:

- Operational management (timetable, schedules, workload allocation, substitutions, supervision duties, assisting the arrangements of exams/tests, internships)
- Assisting and substituting the head of school and IB coordinators
- Resolvment of major conflicts and complaints (students, parents, staff)
- Coordinating the school's curriculum and driving pedagogical innovation
- Implementation of quality management, control, and reporting system
- Linking with other Estonian educational institutions/networks and support systems
- Enforcement of pedagogical principles in school documents, reports, activities
- Drafting and checking the required school-wide documents
- Coordinating/ensuring consistency between IB programs (incl. language levels)
- Supporting HR work (recruitment process, staff documentation, HR policies, onboarding program, HR management, professional qualifications, personnel files, HR surveys, staff evaluation, appraisals)
- Running the occupational safety and health, working environment, risk analysis and action plan, safety guidance, child protection
- Internal assessment/quality systems (including NEASC and CIS accreditation)
- Helping with school documentation (including protection of personal data)
- Administrative duties (grant/project applications, tenders, inventories, acts).