



# St. John's College VACANCY



Applications are invited to fill the following position at the **high school** division:

## 1) Assistant Headmaster for Student Services (Temp. – April - June)

### Responsibilities

- Lead the organization of school events and activities to promote student development and wellness and school spirit.
- Monitor activities in order to ensure student participation.
- Oversee student referrals to support services.
- Assist with monitoring adherence to policies and rules for student conduct and discipline.
- Maintain records of student co-curricular activities.
- Assist in maintaining student attendance records.
- Maintain contact with parents and the general public to provide information and to resolve problems relating to individual students and the student body collectively.

### Qualifications/Requirements

- Minimum of a Master's Degree in Education, Educational Administration, or related area.
- At least two years in educational administration or related educational leadership area at the secondary level.
- Demonstrated leadership and evidence of creative accomplishments in the area of secondary education.
- Full license to teach in Belize.
- Teaching experience at the secondary level.
- Strong commitment to the mission of St. John's College as a Catholic, Jesuit institution.
- Commitment to represent the college internally and externally in a manner consonant with the college's mission, values, and standards of professional conduct.
- Prioritize multiple projects and meet simultaneous deadlines.
- Foster a cooperative work environment.
- Work effectively with diverse groups of people.
- Excellent communication and interpersonal skills.
- Work as a team member and be effective in professional relationships with others at all levels within the college community.

**Remuneration:** In accordance with Ministry of Education's pay scale.

Applications are due **Friday, 10<sup>th</sup> March 2023**

Applications are available at the Office of the President or online at [www.sjc.edu.bz](http://www.sjc.edu.bz).

Send or deliver completed application form along with cover letter, official sealed transcript, M.O.E. medical & drug test, police record, two recent references, certified copy of license to teach, certified copy of birth certificate or passport page, certified copy of social security card, and certified copy of highest degree to:

**Human Resources**  
**St. John's College**  
**P.O. Box 548**  
**Belize City, Belize C.A.**  
**Tel: 501-223-3732/31**  
**E-mail: [hr@sjc.edu.bz](mailto:hr@sjc.edu.bz)**