

About More Than Me

More Than Me operates public schools as part of the Ministry of Education's Partnership Schools for Liberia (PSL) program. We are growing quickly and will triple the number of partnership schools we support in the 2017-2018 Academic Year. At MTM, we believe that every child deserves to live in safety, with access to basic healthcare and a quality education. Due to the complexity of this work, we have developed a multi-disciplinary team to ensure every school has a stress-free learning environment where students are safe, healthy, and learning. Our education team provides specialized capacity-building support to school leaders, teachers, and PTAs to improve learning outcomes for all children in the schools we serve.

Role Summary

The ***School Leadership Capacity Lead*** will work directly with principals at up to six assigned schools to ensure that schools have vibrant, child-friendly cultures, strong relationships with community stakeholders, and robust management systems to create stress-free learning environments. This role reports to the Chief Academic Officer and will work closely with a Teaching and Learning Capacity Lead and a Parent Engagement Capacity Lead. This role is based in the field and will require frequent travel to school sites.

Key areas of responsibility described below:

Promote positive school culture

- Build supportive relationships with school principals and PTA members
- Mentor school principals to collaborate with the school community (students, teachers, parents) to define a mission for their schools
- Coach the school principal to create a Child Protection mission statement and share it with teachers and the community
- Work with the principal to identify opportunities for teacher and student leadership
- Support school principal to define key student attendance and retention goals for the year
- Provide leadership development support to principals

Support continuous improvement in school quality and operations

- Work with principals to understand their role in managing schools operations including
- Analyze data and conduct school spot checks to regularly report on progress towards MTM school quality benchmarks in school infrastructure, campus maintenance, WASH, school feeding, inventory of learning materials
- Work with principals to define school improvement plans with clear goals
- Monitor schools to determine their progress and provide feedback to principals
- Provide support to principals to achieve goals set out in their improvement plans

Develop and monitor robust school management systems

- Ensure that schools are implementing systems to capture student enrollment information
- Train and monitor principals and other relevant staff in using CommCare to record student enrollment information electronically
- Determine other potential uses for CommCare and make recommendations to the Network Team
- Monitor systems for recording student and teacher attendance
- Monitor systems for giving permission for teacher absences
- Monitor systems for documenting violations of the Teacher Code of Conduct
- Conduct regular audits of reported data to ensure its accuracy

Encourage strong PTA and community involvement

- Work with the principal to determine a schedule of PTA meetings for the year
- Work to define priority areas where the PTA can support the school
- Ensure there is a system for documenting discussions and decisions from PTA meetings

Required Qualifications:

- Commitment to uphold More Than Me's culture to be professional, relentless, honest and energized; to be an active learner, and to embody love
- Strong desire to improve public education in Liberia
- Liberian National with right to work in Liberia
- 3-4 years of professional experience in the education sector; especially as a principal or working with principals or PTAs
- General computer proficiency such as Gmail, Google Drive, Word, and Excel
- Excellent communication skills along with a positive attitude
- Experience reviewing student assignments, analyzing data, and writing reports
- Willingness to relocate to either Bomi or Gbarpolu county
- Willingness to drive a motorcycle (preferred)

Location: Bomi or Gbarpolu County

Salary and Benefits:

- Competitive salary and associated benefits

Deadline for application: February 16 2018

Start Date: March 1, 2018

Application Requirements:

Apply to work at More Than Me by submitting the following items via email to info@morethanme.org:

1. Resume
2. Two professional references
3. A writing sample with responses to the two following questions (no longer than one page):
 - o Is there a difference between leadership and management? Please explain.
 - o What role should a PTA play in supporting school improvement?