



CENTER FOR SCHOOL LEADERSHIP

JOB ANNOUNCEMENT

POSITION: ASSISTANT COORDINATOR

"The Center for School Leadership" has been established as result of cooperation between Albanian-American Development Foundation (AADF) and Ministry of Education, Sport and Youth (MoESY) aiming to support the professional development of in-service and aspiring principals/ vice principals of public or private pre-university educational institutions, by administering the compulsory training, certification process and provide on-the-job continuous professional development training.

The end goal of this center is to provide schools with well-equipped leaders, positively affect school environment and directly increase the quality of education.

Main tasks of CSL are to:

- Develop, lead and monitor the process of initial training for in-service principals/ vice-principals and aspiring principals
- Conduct testing process and equip all qualified candidates with a valid certification in order to be eligible for a school leadership position.
- Collaborate and coordinate with other educational institutions in Albania to improve school leadership policy and standards.
- Periodically assess needs for training and offer continuous professional development courses for school principals
- Lead and develop scientific research for school principal professional development and conduct relevant studies on the field.
- Develop projects that supports the quality of service delivery in the pre-higher education institutions in Albania
- Facilitate collaboration with similar international institutions.

BASIC PURPOSE:

The Assistant Coordinator must be quick professional with great time-management and multitasking abilities. Takes responsibility and ownership of office organization, deadline compliance, important documents and files.

RESPONSIBILITIES:

- General reception, data entry and clerical duties;
- Manage and maintain executives' schedules, appointments and travel arrangements;
- Plan/organize and implement events;
- Handle sensitive and confidential information with discretion;
- Liaise with other stakeholders in the field of Education to solicit information;
- Draft office budget;
- Determine matters of top priority and handle accordingly;
- Collect data and stats on the CSL network;
- Assist with official webpage and social network channels, upgrading and uploading content material; support with collecting media coverage and media clipping;
- Assist with developing institutional memory and lists of records, engage in IT-related operations;
- Implement activities and initiatives that ensure CSL goals are met;
- Coordinate communication and collaboration with government offices and other various stakeholders;
- Perform any other duties as may be required.



CENTER FOR SCHOOL LEADERSHIP

KNOWLEDGE AND EXPERIENCE:

- University Degree; (a Master's degree would be an asset);
- More than 5 years working experience; at least 2 years of relevant work experience in the field of education;
- Very good communication, organization and presentation skills;
- Ability to work independently;
- Fluency in English;
- Computer skills including MS Office;
- Solid ethics;
- Good understanding of institutional settings in the public sector, working experience and background in pre-higher education institutions is considered an advantage;
- Good understanding of school leadership, training design and delivery are preferred.

Interested candidates should send their Curriculum Vitae to the following address: info@csl.edu.al and please reference the job title in your message. Electronic applications accepted only. All applicants will receive a confirmation that their electronic submission was received. Only shortlisted candidates will be contacted for an interview.

The deadline for application is July 25th, 2019