



# O'BRIEN SCHOOL FOR THE MAASAI

## O'BRIEN SCHOOL FOR THE MAASAI DIRECTOR JOB DESCRIPTION

*The O'Brien School for the Maasai seeks a Director with strong interpersonal skills. Someone who is familiar with Tanzanian culture and Swahili language, has managerial experience, has been in a leadership position within an educational institution, and has nonprofit work experience would be an ideal candidate.*

Founded by Kellie O'Brien and her family in 2006, the O'Brien School for the Maasai is a primary school with a current enrollment of 350 students from kindergarten to grade seven. The school also employs 35 Tanzanians. Located in the Maasai village of Sanya Station, in the Kilimanjaro Region of Tanzania, the school is near the Kilimanjaro International Airport and between Moshi and Arusha.

### **Summary of the Position:**

The Director will serve as the leader of the school, the primary evaluator of the school's staff, and the overseer of daily operations. He or she is the liaison between the American Board of Directors and the rest of the staff at the school in Tanzania. He or she is responsible for the effective and efficient implementation of all projects at the school and oversees all who are working on those projects. The Director is the chief administrative and supervisory official of the school.

### **Responsibilities will include, but are not limited to:**

- Will serve as the chief administrative and supervisory official of the school.
  - This will include supervision of all staff, students, volunteers, and grounds.
- Will assume ultimate responsibility for the local management of the school in accordance with Tanzanian law and Tanzanian school procedures.
- Will follow any directions given by the American Board of Directors.
- Must be a team-builder and also effective at delegating tasks.
- Will make all staff, students, parents, community members, callers, visitors, and guests feel welcome at the school and assist them with various tasks as necessary.
- Will maintain filing system for all school records.
- Will collect money for tuition fees and other payments owed to the school. Will maintain accurate financial records and acquire receipts for all monetary transactions. Will be the sole manager of the school safe and all school finances.

- Will ensure accurate manual and electronic files/records are kept. This includes employee attendance, reports of monthly expenditures and salaries, personnel records, student registration, student health forms, master school calendar, etc.
- Will compose a variety of documents including any official correspondence with the government or potential employees, meeting agendas and minutes, and newsletters.
- Will be responsible for forms required for managing the operation of the school. This includes tax documents and documents from the District of Education.
- Will address conflicts and/or difficult situations as needed at school.
- Will maintain strict confidentiality for all records, files, reports, etc.
- Will be the keeper of the keys. Will be responsible for the security and proper care of all school property (with assistance from guards).
- Will supervise the effective and efficient implementation of English-medium Primary School education in compliance with federal regulations and the provisions of the American Board of Directors.
- Will develop the plans for the future needs of the school using advisory committees when needed and conducting research. Will report the recommendations and conclusions to the American Board of Directors.
- Will conduct performance review meetings twice annually for all teachers.
- Will conduct performance review meetings once annually for all non-teaching staff.
- Will manage and utilize volunteers as needed.
- Will communicate with the American Board of Directors and provide them with a weekly update of events at the school. Will send emails any time major issues occur.
- Will maintain/update general daily & monthly task lists for ease in training successor.
- May be responsible for keeping the school's website up to date with upcoming events and photos of students, staff, special projects, and events.
- With Office Assistant (as translator, if necessary):
  - Will hire new non-teaching staff.
  - Will conduct meetings with and evaluate the performances of all non-teaching staff.
  - Will supervise day-to-day work of all non-teaching staff and check in to ensure they have completed the work assigned to them.
  - Will maintain positive relationships with local officials and villagers.
- With Head Teacher:
  - Will hire new teachers.
  - Will monitor teachers' performances.
  - Will conduct weekly meetings with teachers.
  - Will plan special events such as O'Brien Day, graduation, activities during the final week of each term, and student excursions.
  - Will supervise behavior of students and hold meetings with parents of students who consistently break school rules.
  - Will hold meetings with Tanzanian School Committee on current events at the school generally about once a month.
  - Will hold meetings with parents when necessary to publicize school news.

### **Qualifications:**

- Commitment to service.
- Ability to engage children, faculty, and volunteers.

- Ability to live in a remote area.
- Commitment to working in the field of education and/or non-profit organizations.
- Strong team-building skills.
- Strong interpersonal skills.
- Flexibility and adaptability.
- Bachelor's Degree.
- Experience in the education field is helpful.
- Experience working or volunteering abroad is helpful.
- Basic knowledge of Swahili is advised.

### **Benefits:**

- Monthly stipend – to be negotiated with American Board of Directors.
- Round trip airfare at beginning/end of service.
- \$1,000 travel allowance during one school break (June or December).
- Volunteer Permit (Residence Permit Class C) for Tanzania (\$550) paid in full.
- Work permit (\$500) paid in full.
- Visa (\$100) paid in full.
- Sick leave is permitted depending on the severity of the issue and the recommended length of rest. A doctor's note may be required and the Board of Directors should always be consulted in cases of medical issues for any volunteers.
  - Medical expenses will be the responsible of the volunteer and, as stated in the Volunteer Handbook, each volunteer should obtain international health insurance prior to arriving in Tanzania.
- Room and Board at the O'Brien School for the Maasai.
  - Includes breakfast and lunch Monday through Friday.
- Laptop provided for use at the school only.
- Wi-Fi available at the school.
- Permission to use school car (Toyota Land Cruiser – Prado) on weekends.
  - All fuel used for personal trips must be compensated by the employee.
  - Should obtain an International Driver's Permit for school & volunteer emergencies as well as personal decisions to drive the Prado.
- Allowed to travel during part of the school vacations – April, June, September, and December.
  - Must gain approval from American Board of Directors for the length of your travel & the location of your travel destination.

### **Hours and Commitment:**

- Position would begin in August 2018, but training for the position would commence in June 2018 (specific date could be negotiated).
- 7:30 AM – 4:00 PM Monday through Friday while school is in session.
- Must be available, with prior notice, for special school events.
- Must live at the school every week (from Sunday night until Friday at 4:00 PM) but leaving the school for the weekend is optional after work on Friday.
- Commitment of one year is required. Commitment of two years is preferred.
- Probation Period: This position is has a mandatory probation period of six months. Both the Director and the American Board of Directors understand that this is an evaluation period. Either party can voluntarily withdraw their consideration. After

this probation period, the American Board of Directors will determine if a full-time employment memorandum will be granted.

Please submit cover letter and résumé to Kellie O'Brien (President of the American Board of Directors) and Andrea Ronquist (Volunteer Program Manager) with a subject of: "Application for Director at OBSM."

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**For more information, please visit:**

[www.obrienschool.org](http://www.obrienschool.org)

[www.facebook.com/obrienschool](https://www.facebook.com/obrienschool)

**With questions, feel free to contact:**

Andrea Ronquist – Volunteer Program Manager – [andrea.ronquist@gmail.com](mailto:andrea.ronquist@gmail.com)

Kellie O'Brien – School President & Co-Founder – [kellieobrien5@gmail.com](mailto:kellieobrien5@gmail.com)