



Since 2005 Agape International Missions (AIM) has worked in Cambodia to holistically stop the cycle of sex trafficking and exploitation of the poor and vulnerable. We do this through programs founded on our Christian faith and created to Prevent sex trafficking, and Rescue, Restore and Reintegrate survivors.

We are seeking a long term volunteer to fill the role of AIM Restoration Center School Principal in Cambodia. This is a self funded role that requires a minimum two year and three month commitment.

Project Summary:

Serve as the chief administrator and manager of the ARC school (Elementary & Vocational Training Academy (VTA)) by developing, implementing and monitoring policies, programs, curriculum activities and budgets in a manner that promotes the educational development of the students. Invest in the spiritual, emotional, physical and mental health of the Cambodian staff, seeing their growth as a primary ministry goal. Work alongside the ARC leadership team to ensure the school is working well within the context of ARC. Train and mentor the Principal in Training with a view to them becoming the Principal.

Project Goals: (What are the specific goals or milestones to reach the above stated results? These will be used for assessment.)

Throughout each segment of the following major milestones the following goals must be completed:

1. Provide guidance, mentoring and day to day oversight to the Principal in Training and teaching staff.
2. Work with the ARC leadership team to develop a new curriculum, schedule and structure to both the Elementary School and Vocational Training Academy (VTA).
3. Implement and oversee the updated school schedule and curriculum.
4. Oversee budgeting and expenditure.
5. Oversee or give discipline to students when needed.
6. Oversee and be responsible for staff discipline within the school.
7. Plan, implement and oversee staff training.
8. Research opportunities to grow vocational training options, and work with other organizations, including AIM Culinary School, to be able to maximize the training we do and the use of the products.
9. Attend ARC leadership meetings and participate in any leadership discussions.
10. Work on strategies to improve interdepartmental communication between the school and other ARC departments.
11. Be available and present for issues during regular operations of programs
12. Provide time for discipleship and mentoring
13. Attend regular meetings with Project Manager for accountability and project assessment
14. Follow all AIM Standards, Policies and Procedures

Milestones:

1-3 months

- Intensive Khmer language study & practice with ARC staff & residents.



- Visit ARC and familiarize yourself with structure, policies & procedures, with particular focus on the school.
- Form and build relationships with ARC staff, with particular focus on the school.
- Spend time in classrooms shadowing teachers and trainers and learning more about how the school system runs.
- Spend time with the ARC Director & School Principal to learn more about the school, including areas of strength and what needs improving.

3-6 months

- Continue part-time language study.
- Grow and develop a mentoring relationship with the Principal in Training.
- Work with the Director of ARC to be able to provide guidance and leadership to the school staff and make plans for workload and training to be given to the Principal in Training.
- Work with the Director of ARC & Principal in Training to start planning curriculum writing needs.
- Work with the Director of ARC & Principal in Training to start writing staff policy & procedure manuals for both the Elementary School and VTA.
- Do research on vocational training opportunities, both in subjects different to current VTA training and also more in depth training in what is already provided.

6-12 months

- Continue part-time language study.
- Provide guidance and mentoring to the Principal in Training, giving them opportunities to take on more responsibility. This includes handing over more parts of the Principal role, and guiding the Principal in Training as she takes on these roles and responsibilities. These roles include planning curriculum, school budgeting, staff training, child discipline and staff discipline.
- Do full review of curriculum for Elementary School
- Do full review of curriculum for VTA
- Continue writing policy and procedure manuals and start training
- Meet with all school staff for one to ones.
- Carry out regular classroom observations and train the Principal in Training in how to observe

12-24 months

- Continue part time language study
- Continue reviewing and updating curriculum for Elementary School
- Continue reviewing and updating curriculum for VTA
- Carry out training on new curriculums



- Oversee the Principal in Training carrying out one to ones with all school
- Continue to hand over responsibilities to the Principal in Training
- Along with the Principal in Training, continue training on policy and procedure manuals and updated curriculum
- Put in place a plan and schedule for regular ongoing staff training for policy & procedure, curriculum and other teacher training needs

Required Skills, Experience and Spiritual gifts:

Education and Experience:

Bachelor's degree in education or related field and elementary teacher certification

Master's degree in education preferred, Administrative credential preferred

Minimum three years elementary classroom teacher/curriculum development experience

Two years administrative experience preferred

Skills and abilities:

- Computer literate
- Spiritual maturity and humility
- Two years experience in cross-cultural ministry preferred
- Ability to demonstrate cultural sensitivity and work with diverse group of people
- High levels of flexibility and patience
- Two years experience in international educational setting preferred
- Ability to successfully navigate conflict
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks.
- Excellent oral and written communication skills
- Spiritual gifts of administration, teaching, service, and encouragement
- Passion for the work of AIM, for children, and for education.

Essential Requirements: *(Characteristics, traits and abilities of those serving on this project)*

- Maintain a personal relationship with Jesus Christ and is a consistent witness of Jesus Christ
- Speak of Agape International Missions, our staff, our partners, participants in our programs, and other organizations with respect and honor across all communication platforms, faithfully praying for each
- Act as an Advocate for AIM and each individual AIM serves, understanding the problem, raising awareness of the need and how everyone can respond
- Maintain confidentiality
- Self-sufficiency to maintain spiritual, physical and emotional health while consistently working toward the vision of AIM as a whole and the department in particular



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