



**Canadian School  
of Tashkent**

## **POSITION: PRINCIPAL**

### **ORGANIZATION OVERVIEW**

Canadian School of Tashkent (CST) is an international school operating in Tashkent, Uzbekistan, offering a comprehensive K-12 Canadian education program. Grades K-9 follow a Canadian-aligned curriculum, while grades 10-12 operate under license from the Nova Scotia Department of Education and Early Childhood Development, offering the Nova Scotia Public School Program.

### **POSITION SUMMARY**

The Principal is the chief educational and instructional leader of Canadian School of Tashkent, responsible for overseeing all academic programs across grades K-12. This includes leadership of the Canadian-aligned curriculum for grades K-9 and ensuring full compliance with Nova Scotia Department of Education standards for the licensed Public School Program in grades 10-12. The Principal provides instructional leadership to maximize student learning across all grade levels and is responsible for the orderly operation of the school's academic programs.

**Position Type:** Full-time, permanent, on-site

**Location:** Tashkent, Uzbekistan

**Start Date:** As soon as possible

**Reports To:** Executive Director, Canadian School of Tashkent and Nova Scotia Department of Education and Early Childhood Development

**Supervises:** All academic departments and teaching staff

### **QUALIFICATIONS**

- Bachelor's degree in Education, Educational Leadership, or related field (Master's degree preferred)
- Be fluent in English
- Have a minimum of three (3) years of administrative experience at the principal or vice-principal level
- Have a minimum of three (3) years of teaching experience in a Canadian school, preferably within the Nova Scotia Public School Program (PSP)
- Hold a valid Nova Scotia Teachers Certificate
- Have understanding of Canadian education system and Nova Scotia Public School Program (PSP)

# KEY RESPONSIBILITIES

## Overall School Leadership

- Provide instructional leadership for the entire K-12 program ensuring curricula are implemented to maximize student learning
- Establish and maintain a school-wide vision of commitment to high standards and academic success for all students
- Ensure seamless curriculum alignment and student transition from K-9 Canadian curriculum to grades 10-12 Nova Scotia program

## Nova Scotia Program (Grades 10-12) Compliance & Leadership

- Ensure full compliance with Nova Scotia Department of Education requirements for the licensed Public School Program
- Serve as primary liaison with Nova Scotia Department of Education
- Attend mandatory monthly principal meetings (virtual) with Nova Scotia Department
- Prepare for and coordinate Nova Scotia Department inspection visits
- Monitor and evaluate Nova Scotia curriculum delivery and student achievement in grades 10-12
- Overseeing, scheduling, and supervising the course offerings for students
- Overseeing student admission to the Nova Scotia Program, including decisions regarding the admission process, entrance assessment, and student placement
- Establishing student evaluation and assessment processes aligned with the NS Assessment Policy
- Oversee reporting cycles and ensure timely grade submissions for NS program
- Manage PowerSchool SIS and PowerTeacher Pro for NS program
- Monitor student progress toward Nova Scotia graduation requirements

## K-9 Canadian Curriculum Leadership

- Oversee implementation of Canadian-aligned curriculum for grades K-9
- Support Grade Level Lead Teachers and coordinate with Department Heads for program coherence
- Monitor assessment and evaluation techniques for K-9 student learning

## School Administration & Management

- Coordinate teaching activities including staff assignments, class sizes, and timetables for K-12
- Maintain accurate records and documentation for both K-9 and NS programs
- Build positive relationships with students, parents, and staff across all grade levels
- Represent CST to internal and external stakeholders and educational partners

## Staff Supervision & Professional Development

- Plan, organize, direct, and evaluate the activities of all teaching staff (K-12)
- Supervise Academic Department Heads, Grade Level Lead Teachers, and staff
- Conduct teacher observations and evaluations, including Nova Scotia TGE framework for NS program teachers
- Facilitate professional development and collaborative learning across grade levels
- Participate in recruitment, appointment, and evaluation of teaching staff

## Student Support Services Leadership

- Oversee and lead Student Support team and Student Health & Well-Being services
- Create and maintain a safe, respectful, positive learning environment
- Oversee student discipline and address academic and personal concerns

## WORKING CONDITIONS

**Location & Environment:** Position based in Tashkent, Uzbekistan

**Schedule:** 8:00 AM - 5:00 PM (with one hour lunch break), Monday-Friday

**Special Conditions:** Work permit and visa sponsorship provided. Time zone management for communications with Nova Scotia. Occasional travel may be required for professional development or conferences.

## COMPENSATION & BENEFITS

**Competitive international package includes:**

- Competitive salary commensurate with experience
- Housing allowance or furnished accommodation
- Annual round-trip airfare to home country
- Comprehensive health insurance coverage
- Work permit and visa processing for employee and dependents
- Professional development allowance
- Relocation assistance
- Contract typically 2 years with possibility of renewal
- Paid vacation as per Uzbekistan Labor Code

## APPLICATION PROCESS

**To apply, please submit:**

- Cover letter addressing your qualifications and interest in this position
- Current CV/resume
- Copy of valid Nova Scotia Teachers Certificate
- Two professional references (including at least one administrative reference)
- Copies of educational credentials and degrees
- Any additional certifications (educational leadership, etc.)

**Submit application to:** [n.sobirova@canadianschool.uz](mailto:n.sobirova@canadianschool.uz)

**Application Deadline:** Review of applications begins immediately and continues until position is filled

**For Questions:** Contact Nozima Sobirova, Human Resources Manager, CST  
([n.sobirova@canadianschool.uz](mailto:n.sobirova@canadianschool.uz))

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## SAFEGUARDING STATEMENT

Canadian School of Tashkent is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory pre-employment checks including verification of identity, qualifications, employment history, criminal record checks, and references with specific safeguarding inquiries. Candidates must be willing to undergo child protection screening appropriate to the post.