



**MALAYSIAN INSTITUTE OF TECHNOLOGY ACADEMY®**

**INTERNATIONAL SCHOOL PRINCIPAL**  
MIT Academy Sdn Bhd

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📅 Min 4 years (Senior Manager)

📍 Malaysia - Selangor - Others - Shah Alam, Kota Kemuning

- Salary commensurate with experience
- Career Development Opportunities
- Half-Yearly bonus based on performance

📄 JOB DESCRIPTION

**SUMMARY:**

The principal is the administrative and professional leader of the school responsible to the board of directors for its successful operation emphasising on improvement of teaching and learning and must be resourceful in managing a group of teaching staff and support staff of the school division.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

- 1. Student Performance**
  - Set and enforce rigorous standards for students' achievement in line with school goals
  - Ensure academic programme exceeds yearly student outcome goals defined by the school and measurable by the Ministry of Education ( MOE ) accountability requirements.
- 2. Organisational Leadership**
  - Develop organisational goals and objectives consistent with the vision, mission and values of the school.
  - Maintain active involvement in the school improvement planning process with the Heads of Department by providing resources for decision-making and priority setting.
  - Lead teachers and Instructional Team Leaders in developing a healthy school culture of excellence, teamwork and collaboration amongst the staff, teachers, students and families.
  - Manage student enrollment process ensuring that the school achieves its targeted enrollment projections.
  - Ensure appropriate standards of student behaviour, performance, collect data, prepare and complete attendance reports as required by the law.

📄 COMPANY SNAPSHOT

Average Processing Time ⓘ  
More Than 2 Weeks

Registration No.  
647236-A ✔ Verified

Industry  
Education

Website  
<http://www.mitacademy.edu.my>

Telephone No.  
03-5122 0701

Facebook Fan Page  
<https://www.facebook.com/mitacademy>

Company Size  
1 - 50 Employees

Working Hours  
Monday to Friday & Alternate Saturdays

Dress Code  
Office Attire

Benefits  
Parking, Medical Insurance, SOCSO, EPF, Medical

Spoken Language  
English

📷 COMPANY PHOTOS



**3. Instructional Leadership**

- Manage, evaluate and develop a team of teachers and work constantly assessing and improving students' achievement results.
- Ensure effective, research-based teaching methodologies and practices and providing high quality curricular training and resources to staff.
- Implement data-driven instructional practices and lead discussions about student performance ensuring consistencies in instruction and practice amongst team of teachers.
- Work with teachers to improve on their teaching practice through coaching, professional development, modeling, and collaborative planning and keeping abreast of successful instructional methodologies and practices.

**4. Operational Leadership**

- Implement budget development process with the assistance of the board of directors to meet targeted requirements.
- Establish and maintain an effective inventory system for all school supplies, materials and equipment including routine facilities maintenance.
- Maintain a master schedule for all teachers and establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
- Establish procedures for safe storing and integrity of all public and confidential school records ensuring that student records are complete and current.

**5. Personnel**

- Recruit, select, and hire school staff, teachers and school-based support staff and administer approved personnel policies and procedures.
- Continually monitor progress on all measures of school and staff performance ensuring legal hiring and termination procedures.
- Oversee all disciplinary actions file including supervision, training, and evaluation of all staff.
- Be punctual on arrival before regular opening hour with proper supervision of activities of pupils from the time they arrive on the grounds until they leave.

**6. Community Relations**

- Liaise with teachers, parents, and the community and exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member and a dedicated role model.

**SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED:**

**SKILLS** are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job

**COMPANY OVERVIEW****COMPANY REVIEW**

**Malaysian Institute of Technology Academy (also known as MIT Academy Sdn Bhd)** was established since 1976. MIT Academy is an Accredited Centre of the Department of Skills Development under the Ministry of Human Resources to conduct training of Mechatronics, Industrial Automation and Robotics and Manufacturing Engineering. In 2012, we have been appointed as the First Private Vocational College by the Ministry of Education in Malaysia to conduct secondary technical education and diploma education for students age 16 to 19.

MIT Academy is also the Global Technology Training Institution for key technology brands namely Omron, Fanuc and SMC from Japan, and Bosch Rexroth from Germany. Working adult learners can obtain Competency Based Certification from these brands by participating in training and assessment at MIT Academy. Besides, the adult learners can also obtain Diploma qualifications from City & Guilds London by studying in our college. We are committed to developing and sustaining quality training standards, upgrading knowledge and skills for adult learners, and empowering adult learners with comprehensive professional development (CPD).

Coming 2019, MIT Academy will be operating the first flagship MITstem International School (Science, Technology, Engineering and Mathematics) in Malaysia, which is the top 8 countries in the world to have high parental spending on their child's education. MITstem international school provides primary and secondary education with STEM centric approach to create experts for the Artificial Intelligence and Machine Learning future. We are committed to provide meticulous and technological enhanced curriculum and rich learning experiences with real world equipment and machines from Omron, Fanuc and Bosch Rexroth for our prospective students.

In view of our dynamic expansion and international business opportunities, we are expanding our team and services.

**PRODUCT & SERVICES**

Education & Training

**WHY JOIN US?**

For an excellent career advancement opportunities and exposure and other benefits

**Benefits**

- Salary commensurates with qualification & experience

include: communicate effectively both orally and in writing; appropriately manage programs and work with people; effectively manage multiple budgets; problem solve a variety of issues and utilize technology and software programs.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and / or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: principles, techniques, strategies, goals and objectives for private and international education; philosophical, economic and legal aspects of private and international education; procedures, methods and strategies of organization, management and supervision; modern innovative and creative curriculum and instructional trends regarding the secondary school child; instructional program delivery strategies and program supervision, assessment and evaluation; modern principles of master scheduling; human relations strategies and team building principles and techniques .

**ABILITY** is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job- related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying tact and courtesy; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; setting priorities; and working with constant interruptions.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve school objectives; directing other persons within a department, large work unit, and/or across several small work units; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services

#### **REQUIREMENTS:**

- Minimum Qualification Requirement:  
Master of Education ( M.Ed, B.Ed ) or a relevant Bachelor's Degree with a Teaching Qualification
- Proficient in English and Mandarin in both oral and written.

- Half -Yearly bonus based on performance
- Medical Insurance
- SOCSO
- EPF
- 14 days Annual Leave
- Observe all National Holidays and Selangor State Holidays
- Opportunity to travel overseas for exhibition and work

- 4 – 5 years of working experience in the related field.
- Candidate must possess a valid driving license and willing to travel.

 WORK LOCATION

 Address

Jalan Anggerik Vanilla Y 31/Y, Kota Kemuning, 40460 Shah Alam, Selangor, Malaysia

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