



Rafiki Headmaster

Responsible to: Village Administrator

I. General

- a. Participates in the rotation on the duty roster
- b. Attends weekly meetings of Village administrative staff

II. Academic and Training Responsibilities

- a. Leads teachers in RBS weekly
- b. Initiates and supervises all the schools located in the Rafiki Village
- c. Establishes the schedules of classes and teachers for all schools
- d. Ensures school records are maintained
- e. Recommends teachers for employment to the Village Administrator
- f. Develops and supervises teacher training and in-service days for the teachers in each school
- g. Observes every teacher a minimum of twice a term and provides feedback.
- h. Ensures that all teaching staff are evaluated twice a year and reviews all evaluations with the teachers
- i. Oversees the implementation of the Rafiki Code of Conduct and discipline in all schools
- j. Ensures utilization of curriculum provided by the Home Office and oversees the development of in-country curriculum as needed
- k. Communicates with the Home Office through the Village Administrator concerning curriculum
- l. Trains parents in educational needs and expectations for the children
- m. Co-operates with RICE Dean and Village Administrator in arranging classroom visitation

III. Operational Responsibilities

- a. Responsible for general tidiness and up-keep of furniture, equipment, and teacher resources and classrooms allocated to his/her classroom
- b. Responsible to operate school within budget
- c. Reports and coordinates all budget and personnel issues through the Village Administrator



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- d. Submits annual budget requests to the Village Administrator by specified time
- e. Requests supply purchases through the Village Administrator
- f. Submits the Rafiki Prayer Group update to the Village Administrator
- g. Prepares and submits by the 15th of each month the Headmaster report through the Village Administrator to the Executive Director
- h. Interfaces with the ministry of education in the country
- i. Submits MiniMission requests to the Village Administrator
- j. Oversees the development of activities and GAMES schedule

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