

Job Announcement:

Position: School Superintendent

Organization: Bright Community Cambodia Organization (BCCO)

Position Type: Full-time

Academic Year: 2026 - 2027

About the Organization

Bright Community Cambodia Organization (BCCO) is a local NGO which aims to raise up the next generation through education. Under our management, we proudly superintend Bright Pailin School and Bahuy AGS Primary School, both of which uphold the standards set by the Ministry of Education, Youth, and Sports and located in Pailin Province.

Position Overview

The School Superintendent provides overall leadership for the Pailin school, ensuring smooth operations, strong academic performance, and alignment with the school's vision and values. The role supports and evaluates the Principal, oversees budgeting and compliance, manages major incidents, and leads key improvement initiatives. This position requires an experienced leader with strong administrative skills and the ability to work effectively in a cross-cultural setting.

Key Duties and Responsibilities

1. Operational Oversight

Supervise day-to-day school operations through the Principal to ensure smooth and effective functioning.

2. Ministry & Ethos Integration

Ensure the school's vision, values, and Christian ethos are embedded in all policies, school culture, and daily practices.

3. Strategic & Annual Planning

Lead annual planning processes, including academic direction, financial planning, staffing needs, and facility development.

4. Leadership & Principal Development

Conduct regular evaluations of principals and provide leadership coaching, guidance, and professional development to strengthen school leadership.

5. Financial Stewardship

Collaborate closely with finance teams to develop annual budgets; approve major expenditures; and ensure proper, transparent financial documentation.

6. Crisis & Emergency Management

Lead responses to major emergencies such as student incidents, conflicts, and community issues; ensure safety protocols and risk-management procedures are in place.

7. Quality Improvement & School Development

Oversee improvement initiatives such as curriculum upgrades, technology integration, vocational education programs, and overall enhancement of teaching and learning quality.

Qualifications and Requirements

1. Education & Experience

- Bachelor's degree in educational administration, management, or related field (master's preferred).
- Proven experience in school administration or senior educational leadership.
- Experience working in a cross-cultural environment—especially with both local and international teams—is highly preferred.
- Familiarity with NGO-operated schools is an asset.

2. Spiritual & Ethical Requirements

- Mature Christian character with consistent biblical values.
- Ability to integrate Christian principles into leadership and school life.

3. Leadership & Management Competencies

- Strong ability to lead Principals and senior staff.
- Demonstrated integrity, humility, and servant leadership.
- Skilled in strategic planning, problem-solving, and high-level decision-making.
- Capable of managing budgets and ensuring financial accountability.
- Excellent organizational abilities across multiple projects and priorities.

4. Communication & Interpersonal Skills

- Excellent communication, negotiation, and conflict-resolution abilities.
- Able to build trust with teachers, parents, boards, churches, and government officials.
- Sensitive and respectful in cross-cultural interactions.

5. Operational Competencies

- Knowledge of national education laws, licensing, and compliance standards.
- Ability to lead emergency responses effectively.
- Competence in curriculum oversight and educational quality assurance.
- Comfortable with modern school management systems and technology tools.

6. Personal Attributes

- Visionary, proactive, and able to turn ideas into action.
- Emotionally stable, patient, and able to work under pressure.
- Highly organized, responsible, and attentive to detail.
- Passionate about education, student development, and teacher growth.

How to Apply

Interested parties, please send your CV and cover letter with expected salary via email to:
Info.bcco@bcc-kh.org

All information collected will be kept in strict confidential and used for recruitment purpose only.