

Leadership Posting

Head of School International School of Kigali *Kigali, Rwanda*

Application Deadline: October 31, 2023
Start Date: August 2024



POSITION DESCRIPTION

POSITION: Head of School

REPORTS TO: President of the ISK Board

CONTRACT TERM: 3 School Years (2024-2027)

SCHOOL YEAR: August - June

APPLICATION DEADLINE: 31 October 2023



PURPOSE

The Head of School will provide strong leadership and management across all areas of the School. The core responsibilities of this position include: implementing a superior curriculum with the assurance of the highest educational standards, recruiting and leading a faculty of highly qualified and experienced teachers, maintaining accreditation with international standards, and ensuring sustainable and strategic financial growth through efficient management of operational activities.

The Head of School will effectively communicate with all of the school's constituents and demonstrate the capability to lead this dynamic, young school through its new phase of growth. The Head of School will commence duties at the beginning of the 2024-2025 academic year, meaning the successful candidate will be available by early August 2024.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Minimum Master's degree in education.
2. Relevant administrative credential
3. Minimum 5 years of experience in a leadership role
4. International school experience and African school experience preferred
5. Knowledge of and experience with AP curricular programs and curricular development



BE COMPASSIONATE
STAY CURIOUS

6. Creative and innovative thinker
7. Advocate for Inclusion through Differentiated Instruction
8. Versed in the Understanding by Design model
9. Student-centered decision maker
10. Organizational ability, initiative, effective communicative and interpersonal skills
11. Demonstrated cultural sensitivity
12. Capability in making and communicating decisions
13. Demonstrated resilience, resourcefulness, relating and reflectiveness
14. Clear commitment to Child Protection, safety, service learning and environmental stewardship





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DUTIES AND RESPONSIBILITIES

1. Implementing, supervising and evaluating the instructional programs of the AP
2. Coordinating periodic needs assessments of school programs
3. Assisting the Human Resources Manager in recruitment, performance management, development and retention of teachers, administration staff and host country staff
4. Reviewing, evaluating and coordinating sound financial management, including accurate program budget planning and ongoing fiscal accountability
5. Monitoring the establishment and assessment of student performance standards
6. Setting agendas and providing direction for faculty meetings, managing staff development, and providing opportunities for professional growth
7. Ensure that disciplinary guidelines are fairly and consistently applied, and oversee preparation of the Master Schedule and the appropriate scheduling of all students
8. Supervising the establishment and implementation of student referral procedures
9. Ensuring the availability of co-curricular options for a broad range of students
10. Serving as a member of the administrative team. Communicating and cooperating with the other administrators to achieve School goals.
11. Providing for communications and public relations within the School community, including meeting regularly with parents
12. Revising the Teacher Handbook and Student-Parent Handbook as necessary from year to year
13. Performing other related duties and assuming other responsibilities as assigned by the Board
14. Signal strategic needs to the board and make proposals to address these needs

TO APPLY

- Interested qualified candidate, please send your cover letter, resume and 3 to 5 professional references to the Search Committee at hossearch@iskr.org



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How to Apply

Individuals interested in applying should submit the following documents no later than [October 31, 2023](#).

- A letter of application/cover letter
- A current resume
- List of 3-5 referees with positions and contact information
- Copies of certificates, diplomas, transcripts

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines. For technical assistance with your application, or for more information, please email hossearch@iskr.org