

A large, abstract graphic in the background of the top half of the page. It features a map of Africa in the center, rendered in shades of blue and green. The map is overlaid with a complex, layered pattern of translucent shapes and colors, creating a textured, artistic effect. The colors range from light blue to dark teal and green.

iSS INTERNATIONAL
SCHOOLS SERVICES

Making a world of difference

Director
**The American International School of
Conakry**
Conakry, Guinea

DEADLINE: FRIDAY, APRIL 5th, 2019

Introduction

Founded in 1963, the American International School of Conakry (AISC) is a non-profit, tuition-based, co-educational, independent and private international day school serving children in Kindergarten through twelfth grade. Accredited with MSA, our school offers an English-language education to a small and diverse student population of about 90 students. Teaching and learning is based on the tenets of American pedagogy. Following AERO standards across all grades-- from Kindergarten through 12th grade--we use materials and employ teaching strategies representative of the best educational practices existing in the United States. We provide an exciting and caring learning environment where challenging curriculum coupled with a low student-teacher ratio fosters close, supportive relationships. Our high school was established two years ago, and we are ambitious to grow it and offer our students a quality high school curriculum. With one AP course offered and a new college advising program, we aim to increase AP course offerings and strengthen college advising to accommodate strong access to American universities for our growing high school population. Our students are our school's greatest asset.

Mission, Beliefs, & Results

MISSION

The school's mission is to *develop intellectually audacious, socially responsible citizens of the world.*

VALUES

We embrace the following values:

- Learning is a priority for all children.
- The learning process both nurtures and challenges.
- Learning is best in a safe and disciplined environment.
- Leveraging emerging technology and communicating in at least two world languages are essential.
- Education is a partnership among parents, the school, and the community.
- All individuals have a right to be treated with respect and dignity, regardless of the differences between them in age, gender, marital status, race, sexuality, religion, culture, language, or disability.
- Diversity matters not in and of itself, but because people matter, and people are infinitely diverse.



Curriculum



AISC uses AERO (American Education Reaches Out) as its curricular framework. AERO is a project supported by the U.S. State Department's Office of Overseas Schools and the Overseas Schools Advisory Council to assist schools in developing and implementing standards-based curricula, in alignment with the Common Core initiative in the US.

Instruction is given in English-medium; French is an academic subject at all levels. Physical education, arts and crafts are integrated into the curriculum.

Small class sizes and flexible block scheduling in our school allow for personalized learning experiences with free movement and collaboration between grades. With our small classes we have flexibility to work together across grade-levels and across the curriculum. Teachers collaborate to do joint projects.

Elementary, Middle & High School Overviews

In our lower school we combine grade levels for both practical and educational benefit. Presently, we have a two-year Kindergarten program, a Grade 1/2 combination class, a stand-alone Grade 3, and a Grade 4/5 combination class. All elementary students participate in French, PE, and art taught by specialist teachers.

In our Upper School, students in Grades 6, 7, and 8 can find themselves in the same class, and students in Grades 9, 10, 11, and 12 are grouped into two streams. Each individual student has grade standards to develop and is assessed on his or her own performance relating to the particular grade standards. This year we introduced AP English Literature and Composition and approximately half the high school enrolled in it. Science in both middle and high school incorporates laboratory work.



The School

HISTORY

Since 1963, The American International School of Conakry has been delivering American-style education to children living in Guinea's capital city.

Established to provide education to the children and dependents of American Embassy employees and of Americans working in Guinea, AISC has always welcomed children from around the world, including Guineans and those from other African countries and other continents.

For many years, AISC was located on an ocean-front campus in Matam. In 2015, with generous support from the United States Department of State, the school moved to its present larger campus in Nongo, next to the National Stadium.

The instruction at AISC is delivered through the medium of English language and its pedagogy is based on the tenets of American education. AISC has, nonetheless, never been characterized as exclusively "American." Its location in West Africa, its student and family population from around the world and faculty recruited from countries across the globe have created a truly international school.

Until 2017, AISC taught pupils up through 8th grade (13 years old), and from Grades 9 through 12, AISC students were enrolled in a distance learning program; they came to AISC and were supervised while they did their high school studies through the University of Nebraska High School, eventually graduating with a University of Nebraska High School diploma.

In January 2017, AISC gained accreditation for a high school program, and started its own high school with one 10th grader. Our high school now has an enrollment of 19 students, and we will graduate our first class with an AISC High School diploma in June of 2019.



COMMUNITY

The school community is made up of families desiring to offer their children learner-centric, enquiry-based education through the medium of English language. One-third of our students are Guinean; two-thirds come from other African, North American, European, and Asian countries. As investment in the country increases, our student population becomes more diverse, enrolling dependents of embassy personnel and international companies from across the globe.

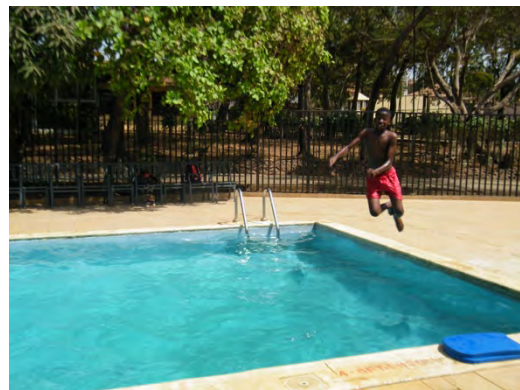
CAMPUS & FACILITIES

The American International School of Conakry is currently located in a calm quarter of town close to the Nongo Stadium in a US-embassy rented private compound. The current facility consists of three main, single-story buildings housing 10 classrooms, an art room, a science lab, shared office space for teachers, workrooms, a faculty lounge, and offices. The campus has a pool and multi-purpose sports courts for tennis, basketball, soccer, and handball, and a sandbox/playground area, and a large building for assemblies and PE classes. A variety of flowering plants and trees provide for a quiet, peaceful setting.

The school board is currently investigating options to move school into new premises designed for educational purposes and offering our growing student community the best learning environment possible.

ATHLETICS & AFTER SCHOOL ACTIVITIES

Every student at AISC has several periods of physical education every week. They learn ball skills, athleticism, eye-hand coordination, rules of the game, flexibility, and sportsmanship at developmentally appropriate stages, through a variety of activities. The school swimming pool and multipurpose court (all ball sports) and campus playground are used daily for our physical education program.



A range of after-school activities is offered each year, including individual and team-sports, swimming lessons, dance, and jump-rope.

TECHNOLOGY

Information technology is integrated throughout our curriculum. AISC employs a teacher whose duties include technology integration, supporting both students and faculty with practice of technology as a tool. Google Classroom is used by all teachers from Grades 3 on up. AISC is a member of the AISA pilot program in Blended Learning. Grades 9-12 participate in a Bring Your Own Device program. The school owns 20 iPads and 20 laptop computers for elementary and middle school students to use every day. We make use of the following educational programs and platforms for skill-building in math and language arts:

- IXL
- Khan Academy
- Read Theory

Students in Secondary School may choose Video Journalism as an elective. They write scripts, interview, video-record and produce a weekly news broadcast using iPads and video production software.

ACADEMIC CALENDAR

Our school year runs from end of August to mid-June in three trimesters for the elementary school, and in semesters for secondary school.



STUDENTS

During the 2018-2019 school year, 91 students enrolled in Kindergarten through Grade 12 representing 20 nationalities from around the world. Enrollment has increased every year steadily, growing 90% since 2016. The international and multicultural makeup of the AISC student body is a wonderful asset for the school. The AISC faculty has dedicated itself to providing optimal learning opportunities that take into account our diverse population. Class sizes at AISC are small, allowing for a close and attentive teacher-student relationship. Students are generally grouped together in multi-age classrooms.

FACULTY

The AISC faculty consists of 12 full time and four part-time teachers, many of whom are U.S. trained and fully certified professional educators who provide instruction in the core and specialist subjects. French and PE are taught to all students from Kindergarten through Grade 12. Art and video journalism are taught as specials. Four aides support the educational and extra-curricular program.

ADMINISTRATION

The AISC administrative staff consists of the Director, an Executive Assistant, an accountant, part-time Business Office Manager, a procurement officer, an IT specialist, an admissions registrar, and facilities manager with a team of gardeners and maintenance staff.

PROFESSIONAL DEVELOPMENT

AISC supports the professional development of its faculty with three-hours of common planning/meeting time every week used for in-house peer-to-peer professional development. Additionally, AISC is a member of the Association of International Schools in Africa, leveraging copious professional development opportunities with conferences and regional workshops. The school also provides financial support for faculty members wishing to participate in other professional development programs.





ACCREDITATION, ASSOCIATIONS & MEMBERSHIPS

AISC is fully accredited by the Middle States Association of Colleges and Schools.

AISC is extremely proud to be the only accredited school in English language medium in Guinea. The U.S. Department of Education describes approved accrediting organizations such as Middle States as a “reliable authority as to the quality of education.” Accreditation is an external, objective validation of school quality and student achievement that fosters continuous school improvement.

AISC is a member of the Association of International Schools in Africa (AISA), which is a collaborative learning community of accredited, internationally-minded schools in Africa. AISA provides targeted services and relevant resources, facilitates innovative programs, and connects people. Our faculty regularly participates in Professional Learning Communities and workshops offered by AISA.

GOVERNANCE

Our school is governed by a seven-member Board of Trustees with six members elected by the AISC Association plus a seventh member appointed by the United States Ambassador to Guinea.

For more information and photos, please visit the school website at www.aisconakry.org

Location

The school is located in the Guinean Capital City of Conakry in West Africa. Conakry is a growing city in a developing country. The increase in urban population has taxed insufficient infrastructure, resulting in traffic jams common in large cities. City-provided electricity is sporadic, so the school and many businesses and homes partially depend on fuel generators.

The country has been a democracy for nine years, and in spite of its population being a mix of ethnic communities, the country has never had a civil war, nor has it received incursions to its territory.

Guineans are hospitable and joyful; music plays a strong role in the culture, and dancing, drumming, and singing are a presence at any celebration. There is a small, growing middle class in Guinea, as evidenced in the recent construction of a large modern shopping mall with various boutiques, restaurants, gaming center, travel agency, and supermarket. Shopping at a colorful local market provides you with excellent quality locally grown fruits such as avocado, mango, pineapple. Fish and beef are abundant, and many local restaurants prepare both Guinean dishes (rice with peanut sauce, fish sauce, fried plantains) and European style dishes. Fairly large Lebanese and Indian communities do business in Conakry, and one can easily find authentic Middle Eastern and Indian restaurants. A growing Chinese presence has generated several authentic Chinese restaurants. Various supermarkets with French, Indian, Middle Eastern, Asian, and American goods can be found.



Fast Facts-

Year Established:	1963
Accreditation Agency:	MSA
Total Enrollment:	91
Early Years School Enrollment:	9
Lower School Enrollment:	33
Middle School Enrollment:	30
Upper School Enrollment:	19
Nationalities:	20
Percentage of Annual Student Turnover:	10%
Percentage of Annual Faculty Turnover:	20%.
Student/Teacher Ratio:	7:1
Average % Home Country Nationals:	30
Tuition (2018-2019):	\$19,750
Operating Budget:	1.2 million USD
Number of Faculty:	12 full time, 4 part time
Number of Board of Trustees:	7

Position Overview

THE POSITION

The Director will be responsible to the Board of Trustees and act under its direction for the following principal activities (not an all-inclusive list):

MAIN GOALS FOR OUR SCHOOL AND ITS NEW DIRECTOR

The overall success of AISC is closely tied to our ability and courage to maintain a steady focus on goals developed jointly by the Board of Trustees, administration, faculty, and parents.

- A. Provide inclusive, quality education to our diverse student body following AERO standards and a learner-centered, constructivist approach to education;
- B. Grow our high school and ensure high school students' successful transition into University;
- C. Attract, develop and maintain caring, enthusiastic and experienced, preferably US-certified teachers;
- D. Strengthen our financial sustainability and ensure transparent management of our school's resources and effective school governance on the whole;



- E. Strengthen our service-learning program and offering of extra-curricular activities;
- F. Improve the school's facilities to offer the best learning and teaching environment possible to our students and faculty.

SUMMARY OF RESPONSIBILITIES

Hired and supervised by the Board of Trustees of the school, the Director is delegated to supervise all activities of the school in line with board established policies and the overall mission, values and principles of the school. S/he organizes the School and its employees into an efficient and cooperative institution of professionally trained staff working towards the achievement of the School's mission.

The Director might delegate the below described responsibilities to assistants and others at his/her discretion but is in every instance responsible for the proper conduct of the School and its programs, and the welfare of its students, staff and faculty.

SPECIFIC TASKS AND RESPONSIBILITIES

A. Sustaining Quality Education:

The Director's main efforts lie in the field of educational leadership and supervision. S/he:

- Oversees the development, documentation, continuous improvement and quality implementation of an enriched American curriculum meeting AERO standards;
- Establishes and oversees the implementation of a sound testing program which meets curriculum requirements;
- Ensures the recruitment, professional development, onboarding, and continuous supervision and evaluation of qualified teachers.

B. Human Resource Management:

- Supervise all matters relating to the recruitment, appointment, assignment, classification, evaluation, transfer, promotion or dismissal of all staff members, consistent with Board Policy and approved budgets.

C. School Administration:

- Ensure all school administration in line with established board policy;
- Admit, classify, promote and graduate students
- Ensure adequate supervision for all school activities;
- Provide leadership to the school's operational management team;
- Supervise the activities of the business department.

D. Ensure the management and continuous improvement of the school's facilities, their safety and security

- Provide leadership to the school's financial management including the establishment and implementation of sound financial procedures and administrative measures;
- Prepare the school's annual budget, salary scales and tuition fees with the Finance committee of the board for approval by the board.

E. Community Engagement:

- Establish and maintain effective channels of and approaches to communication with students, parents, and staff;
- Establish and maintain adequate venues to ensure that both teachers and students can contribute to the school's educational program, management and governance; and to provide feedback on the school's services and their administration.

F. Representation:

- Represent the school externally towards relevant government authorities, potential clients and the wider business and non-governmental community in Guinea and beyond.

G. School Governance:

- Collaborate effectively with the AISC Board of Trustees;
- Recommend to the board and its committees' policies, budgets and critical administrative and management decisions providing data and evidence which will permit the board to evaluate the recommendations.

STRENGTHS TO BE PROTECTED, DEFENDED AND PRESERVED BY THE NEW DIRECTOR

- Implement the MSA accreditation implementation plan;
- Maintain the small close-knit family atmosphere;
- Motivated, diverse and caring students;
- Provide a welcoming and adaptable environment for our culturally diverse population and maintain the school's environmentally friendly practices;
- Continue ongoing curriculum work with a particular emphasis on developing a quality high school curriculum including expanding the AP offer and quality of college counseling;
- Further emphasis on the science, French language and art programs;
- Continue and encourage frequent and open communication/participation with faculty and parents;

CRITICAL ISSUES FACING AISC IN THE NEXT 3-5 YEARS

- Developing the school's facility plan to improve a quality learning environment within the boundaries of financial means and sustainability;
- Build the school's high school;
- Effectively managing high turnover of teaching staff and board, requiring continuous establishment of effective relationships;
- Continue responsive human and financial resource management in light of fluctuating enrollment rates and an improvement in financial systems, planning and budgeting;
- Strengthen the school's financial reserves and financial sustainability.

Candidate Profile

AISC IS LOOKING FOR A DIRECTOR WITH THE FOLLOWING QUALIFICATIONS:

- Master's Degree;
- Current U.S. administrative and teaching credentials;

- Administrative and teaching experience;
- Experiences in HR management.

OTHER DESIRABLE QUALIFICATIONS INCLUDE:

Experience

- Administrative and teaching experience at the high school level;
- Experience as a Director or Superintendent;
- Prior overseas living and/or educational experience, especially in a developing country; preferably in Africa;
- Experience working with school boards;
- Experience in recruiting teachers and staff;
- Managing a diverse team of teachers.

Knowledge

- Knowledge of curriculum design and development;
- Sound understanding of all or some aspects of business, support operations and financial management;
- Conversant or fluent in French;
- Human resource management in the international and local context.

Personal Skills and Abilities

- Ability to build and inspire an effective teaching and staff team that performs together to achieve the schools' goals;
- Ability to establish and maintain effective working relationships with staff, students, parents and community members from diverse cultural backgrounds;
- Ability to listen and communicate effectively, both orally and in writing, to a wide range of audiences;
- Personality and ability to adapt to, assimilate in and appreciate the host country and other cultures.

MOST OF ALL, OUR IDEAL CANDIDATE:

- Deeply values students, teachers, families and staff and their contribution to our school and its community;
- Thrives on the opportunities and challenges of running a small international school in Sub-Saharan Africa;
- Is a great listener and able to connect people, build bridges and earn trust;
- Is fair and consistent in his decisions and the way he interacts with others;
- Works well together with people from a diverse background;
- Is prepared to deal positively with whatever situation might arise;
- Applicants whose spouses are experienced teachers are particularly encouraged to apply.

SALARY & BENEFITS

Competitive and consistent with the candidate's experience and with similar positions at other schools of similar size in the region.

Application Instructions

Effective date: July/August 2019

Application Deadline: Friday, April 5th, 2019

ISS Vice President, Administrative Searches and Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the American International School of Conakry Director search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff.

The tentative deadline for applications is Friday, April 5th, 2019. However, ISS and the AISC Search Committee reserves the right to conclude the search at any point in the process when a successful candidate is identified.

Please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV both in PDF format to bpfannl@iss.edu and copy awotowey@iss.edu. You will be contacted by Ashley Wotowey regarding the next steps to follow for consideration.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and AISC reserve the right to close the selection process at any time if an ideal candidate is found.

