



**Director
The American International School of
Monrovia**

Monrovia, Liberia, West Africa

DEADLINE: Friday, January 25, 2019

Introduction

The American International School of Monrovia is a fully accredited, independent, co-educational, nonsectarian day school established in 2007 on the historic school site of the American Cooperative School, which closed due to civil unrest in 1990.

The school has enjoyed the unwavering support of our entire stakeholder community over the past 11 years. With U.S. accreditation awarded in December 2016, the stage is now set for an even more successful decade of growth and progress for AISM.



Mission

The American International School of Monrovia's mission is to offer a challenging curriculum designed to meet or exceed U.S. standards, while enabling the student body to achieve their full social, intellectual, emotional, and physical potential. Our intellectual community teaches values and good manners, is dedicated to academic excellence, demands responsibility, and promotes the power of collaboration, creativity, and critical thinking.

Philosophy

The American International School of Monrovia is committed to providing a high-quality English language education, rooted in an American-oriented curriculum for students from a wide range of nationalities and cultural backgrounds, within the city of Monrovia, Liberia.

The school pledges to maintain educational excellence and, in order to reach this goal, will:

- Provide a safe, nurturing and friendly environment for all students
- Recognize the uniqueness and worth of each child

- Teach the information, skills and processes that prepare students to function effectively in a rapidly changing world
- Encourage students and cultivate in them an inquisitive nature as well as the love of learning so that both become life-long activities
- Teach students the methods and disciplines necessary to be able to utilize effective study habits for the rest of their lives
- Provide instructional programs that stimulate and challenge students, providing for their present and future needs, while consistently stretching the limits of their abilities
- Help and encourage students to develop personal values, which enable them to be responsible members of society and as such to make their own decisions as informed individuals
- Impart an understanding of the complexity and interdependence of people, cultures and the environment
- Take advantage of the cultural diversity within the school and the community
- Make full use of the opportunities and resources available to the school in any country
- Be aware of the often-transient nature of our pupils and prepare them to transfer successfully to any other of similar level and quality educational institution
- Encourage and recognize the importance of cooperation and communication between home and school.



The School

GOVERNANCE

A nine-member Board of Trustees governs the school. Four of the nine voting members are appointed by the U.S. Mission to Liberia; one member is from the U.S. expatriate community and is not affiliated with the school or the U.S. Mission. The remaining four members of the Board of Trustees are elected by the parent community.

AFFILIATION/SPONSORS

The American International School of Monrovia is one of 191 State Department-Assisted Overseas Schools.

FACULTY

For the 2018-2019 school year, the school year began with 16 faculty members: eight U.S. citizens and eight third-country nationals.

STUDENTS

The American International School of Monrovia opened its doors in 2007 to about 30 students in Grades K through 6. By June 2014, the school grew to 123 students, with 150 students anticipated for the 2014-2015 school year. However, the Ebola health crisis of 2014 prevented the school from opening as planned; the school re-opened in February 2015, with 40 students. Since August 2015, the enrollment has fluctuated between 85 and 97 students.

The school currently serves 91 students: 46 U.S. citizens, 4 host country nationals, and 41 students from 13 other nations. There are 35 U.S. government direct-hire or contract-employee dependents enrolled in the school this year.

CURRICULUM

The curriculum is that of a typical U.S. public school, and English is the language of instruction. AISM follows the MCREL/Common Core Curriculum and offers a robust academic program in which students study English Language Arts, Math, Science, Social Studies, Music, Art, Arabic, French, Spanish, and Physical Education.

The school is fully accredited by the Middle States Association of Colleges and Schools. NWEA MAP testing is used to measure student mastery of the curriculum. This adaptive computerized test is also used three times a year to measure student growth, allowing our faculty to adjust our program to ensure that we are meeting all our students' needs.



At present, the school program is offered for Pre-Kinder (Ages 3 & 4) through Grade 10. The American International School of Monrovia does not offer Grade 11 or Grade 12. This, however, is subject to change if more students arrive, or if the Board of Directors makes an executive decision to fund special projects, such as a complete high school program.

The school is not presently equipped to serve students who have special needs, as the local capacity of qualified teachers in the country diminished due to the Ebola health crisis of 2014 and subsequent economic downturn. Now that Liberia is Ebola-free, we hope that qualified local health and special services will soon return to Monrovia.

LOWER SCHOOL

The Lower School is divided into Early Childhood and Elementary divisions, and accepts students from EYP (PreK, ages 3 & 4) through grade 5. Students in Grades 1-5 use a multi-age master-based flexible grouping system for English and Math. There are five homeroom teachers, and five “flex levels” to ensure that with our largely transient population, we are meeting the needs of all our students. In addition, learners are placed by grade level in social studies, science, and French or



Arabic. There are additional classes, such as physical education, library, computers, and the arts. There is a teaching assistant in some classes, depending on school needs.

The curriculum and reporting of the curriculum in Lower School is done by Standards-based lesson plans and report cards. The standards used are McRel Common Core for Math and English, and McRel for all other subjects, except Science. Science uses Next Generation Science Standards (NGSS).

UPPER SCHOOL

The Upper School consists of Grades 5-10. This division follows the same standards as Lower School; however, the report cards are GPA-based to assist students in transitioning to other schools. Upper School students benefit from a Language Arts/Social Studies double block and a Math/Science double block each day; in addition, there are daily French, Spanish, or Arabic classes for our Upper School students. Electives include art, drama, music, PE, and Technology.

CAMPUS & FACILITIES

The school is located in a residential area, approximately five miles from downtown Monrovia, in a section called Congo Town. Previously, the site was home to the American Cooperative School (ACS), once the premier school of West Africa. ACS had more than 500 students on a large, six-acre physical plant. On that site, AISM has 22 renovated classrooms, including the recent construction of a science lab, art room, and multimedia center/computer lab, as well as our large Single Purpose Room, which can hold more than 200 people for various events. The school recently completed a renovated cafeteria and snack bar for our students. The campus uses fiber optic internet



technology and has a wireless connection. There are playground areas in front of and adjacent to the school, along with a state-of-the-art gymnasium, and a large regulation-size soccer field.

Thirteen apartments that were formerly American Cooperative School classrooms have been converted into teacher apartments. All expat staff reside on campus, benefiting from the school internet, generator, and well water.

LOCATION

Monrovia is Liberia's largest city with a population of just over a million inhabitants. Although we are a capital city, Monrovia has a rustic urban feel. There are modest swim and tennis clubs, several nice restaurants, adequate shopping close at hand, several fitness gyms, and high-quality housing with central air conditioning. On long weekends and vacations there is a diversity of environments to explore. Picturesque African beaches to dine on are just 15 minutes from the school site, with the highlands of the dense jungle interior and rain forests within a few hours' driving distance.

AIMS's Learner's Profile

An AISM learner:

- Is goal oriented
- Has global awareness: appreciates and respects the values and cultures of others
- Is a problem solver
- Is a critical thinker
- Has mastery of a second language
- Has communication and participation skills
- Has the ability to access and apply content knowledge
- Is self-confident
- Is respectable, accountable, flexible, and adaptable
- Has emotional and physical health awareness
- Possesses leadership skills
- Is honest and fair
- Is literate and proficient in core areas of knowledge



Snapshot

Year Established:	2007
Accreditation Agency:	Middle States Association
Total Enrollment:	91
Percentage of Annual Student Turnover:	35% - 45%
Percentage of Annual Faculty Turnover:	15%
Student/Teacher Ratio:	6:1
Average % Home Country Nationals:	<10%
Tuition (2018-2019):	\$11,000 - \$20,450
Operating Budget:	1.6 Million
Number of Faculty:	18
Number of Board Trustees:	9

Position Overview

The Board of Trustees seeks a U.S.-certified, experienced international leader committed to a long-range vision of providing an excellent international education for families living in Monrovia.

As the Chief Executive Officer, the Director is responsible for administering the American International School of Monrovia within the limits imposed by the Board of Trustees' policies and established procedures. The Director is responsible for the selection and assignment of all school employees, the management of plant and equipment, the administration and supervision of the educational program, the attainment and renewal of accreditation, and the maintenance of school-community relations.

The Director is ultimately responsible for their actions to the Board of Trustees. They may delegate portions of these responsibilities to members of their staff (with appropriate authority) but cannot relinquish his/her overall final accountability for all results. The Director is given the authority by the Board of Trustees to supervise all activities under the control of the Board of Trustees as defined by school policies. The Director is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees and the administrative rules and regulations needed to put them into effect. Such documents shall be accessible to all members of the school community.

DUTIES & RESPONSIBILITIES

In order to help AISM continue on the road of excellence, the successful candidate must be:

- A visionary and inspirational leader
- A confident, collaborative decision-maker
- An outstanding communicator
- A skilled recruiter, able to attract, develop, and retain outstanding educators
- Committed and able to implement a complex standards-based academic program, with multi-age mastery-flexible learning components.
- A leader with exceptional interpersonal skills with staff, parents and students
- Experienced with accreditation processes
- A pedagogical leader who is able to understand, share, and emphasize research-based best educational practices
- Versatile in computer-based learning, and computer-based assessments to fully understand our students' needs
- Experienced with and support extracurricular activities such as music, art, and sports.

ACADEMIC & PROFESSIONAL QUALIFICATIONS

A successful candidate will likely have:

- An advanced educational degree, with a credential in Administration
- Previous experience (at least four years) and proven success in an executive or administrative role – if not as a Director, at least as a Principal or Deputy Director
- Overseas experience, preferably in developing countries
- Strong financial, organizational, human resource, marketing, and management skills
- Proven experience and expertise with mastery-based individualized learning programs.
- Strong leadership in pedagogical approaches, including Standards-Based Learning.
- Strength in corporate governance and understanding of Roberts Rules of Law.
- Educational or professional experience in a culturally diverse environment
- Experience in technology-based educational solutions

SKILLS/EXPERIENCE/ATTRIBUTES SOUGHT

- A passion for student learning and familiarity with current research in international education.
- Able to identify the teachers who will be the “best fit” for both a challenging program and a challenging international context.
- Empathic and compassionate, yet firm when making difficult decisions.
- Maintains a high ethical standard and ensures appropriate levels of confidentiality.
- Familiarity with working with schools that are sponsored by the U.S. Department of Overseas Schools.

SALARY & BENEFITS

An initial three-year renewable contract will be commensurate with qualifications and experience of the successful candidate. Benefits include housing (provided by the school and located on school grounds), health insurance, utilities, taxes, etc.

Application Instructions

Effective date: **July 2020**

Tentative Application Deadline: **Friday, January 25, 2019**

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for The American International School of Monrovia Director search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is Friday, January 25, 2019. However, ISS and the AISM 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 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 AISM reserve the right to close the selection process at any time if an ideal candidate is found.

