



Colegio Colombo Británico

Cali, Colombia

Seeks: Secondary School Principal

Start date: August 1, 2017

Application deadline: November 14, 2016



INTERNATIONAL
SCHOOLS SERVICES

Making a world of difference

The Colegio Colombo Británico is an International Baccalaureate (IB) World School in Cali, Colombia. We offer the full IB program (PYP, MYP and Diploma) from early childhood through grade 12. This year the School is celebrating its 60th Anniversary and going through the self-study process in preparation for international accreditation by the Council of International Schools (CIS).



The School serves 1,250 students in three sections (Early Childhood ages 2-6, Primary grades 1-5 and Secondary grades 6-12). We are located on a beautiful campus in the prestigious Pance neighborhood of Cali. 100% of our high school graduates attend university, with about one-third going to universities abroad. In 2016 our graduates received a total of 79 scholarships valued over US\$3 million.

Our students begin speaking English in Nursery and receive most of their instruction in English. The faculty of 150 teachers is very diverse and our professionals work to promote internationalism and interculturalism throughout our curriculum, consistent with the IB Learner Profile. Our mission is *“To prepare minds and hearts to face the challenges of the future”* and our motto is *“We unite peoples and cultures through education.”*



The Secondary Program

Our secondary program includes the IB Middle Years Programme (MYP) and Diploma. The school is currently transitioning to include grade 6 in MYP. Our Diploma programs for students in grades 11 and 12 include 14 High Level subjects, including Mathematics, Chemistry, Biology, Design Technology, Business Administration, Computer Science, English, Spanish, Economics, Philosophy and Visual Arts. Our students consistently score above the international IB Diploma averages. There are currently 180 students in the Diploma program and 450 in MYP. There are 60 full time faculty



Philosophy

Colegio Colombo Británico bases its philosophy in the values of honesty, respect, responsibility, solidarity, tolerance, justice and the attributes of the IB profile.

- The School recognizes and respects the cultural, religious, ethnic, intellectual and social diversity.
- The School develops moral, social and intellectual autonomy as an integrated process through significant learning.
- The School creates the necessary conditions for students to reflect about the way they are learning.
- The School stimulates in the students, independent, critical and analytical thought, the abilities to conduct inquiry; and the development of creativity.
- The School offers several scenarios for the development of talents in students.
- The School, the family, and the community join forces in order to form the students.
- The School is committed to the preservation and care of the ecosystems in the environment.
- The School develops awareness of the condition that unites us as human beings to identify social problems and act collaboratively for their solution.



School Governance

The Colegio Colombo Británico is led by a headmaster who reports to the Board of Directors. The Board of Directors is comprised of school parents elected at an annual assembly, as well as appointed representatives of CCB alumni and the British Consul.

Position Description

The secondary school principal serves as the instructional and administrative leader for grades 6-12. He/she coordinates with two assistant principals, the MYP and Diploma coordinators and department heads to lead the section, and also coordinates on an on-going basis with the headmaster and the primary and preschool principals to effectively promote collaboration between the three school sections. The primary goal of the principal is to effectively implement the attributes of the IB Learner Profile and the school philosophy of honesty, respect, responsibility, solidarity, tolerance and justice.

The secondary school principal provides pedagogical leadership and direction to teachers, is an effective and efficient administrator and communicator, is an avid user of educational technology, and is affable and friendly in relationships with students, staff and parents.

Key attributes of the successful candidate include the following:

- An advanced degree in education and certification as a school administrator
- Thorough familiarity with the IB MYP and Diploma programs (preferably with experience as an IB program coordinator)
- High level of comfort in promoting the use of educational technology in instruction and administration
- Excellent administrative and personnel management skills

- An educational leader and inspiration for teachers and department heads
- A problem solver, critical thinker and model for the IB learner profile
- Experience with the process of international accreditation (preferably CIS)
- Promotes positive values and a culture of respect and collaboration
- An international worldview
- Spanish and English speaker

The secondary principal reports to and is evaluated by the headmaster.

Duties and Responsibilities include the following:

- Supervise and ensure the delivery of the secondary curriculum established by the Colombian Ministry of Education and the International Baccalaureate program.
- Lead the continuous revision and improvement of curriculum and instruction and ensure horizontal and vertical curriculum alignment within the secondary section and in coordination with the other school sections.
- Ensure periodic reporting of academic progress to parents, based on defined IB assessment practices.
- Promote full Spanish/English bilingualism in all facets of curriculum, instruction and staff hiring and evaluation.
- Participate in the selection and hiring of excellent teacher candidates for the section and lead the orientation process for new hires
- Lead the performance evaluation of all teachers annually using the Danielson framework
- Define and organize on-going professional development and training opportunities for section staff based on identified areas in need of improvement
- Provide leadership to promote the effective use of technology in instruction and for administration
- Promote effective communication and coordination with all section staff, students, parents and school leadership
- Promote a positive and collaborative working climate in the section
- Develop and effectively implement the annual budget for the section
- Plan and effectively implement the section calendar, daily schedule, teacher and room class assignments, student walking and driving permissions and all other administrative details relevant to the smooth functioning of the section.
- Coordinate learning support activities in the section including psychologists, learning support specialists, dean of discipline and teachers.
- Coordinate and support the work of the section librarians and college counselors. Promote activities that actively engage parents in support of preparing students for university.

Salary and Benefits:

The Colegio Colombo Británico offers a competitive salary commensurate with the qualifications and experience of the successful candidate. Benefits include:

- Generous housing allowance
- 100% scholarship for school-age dependents
- Round-trip airfare for self and dependents
- Shipping allowance
- Health Plan
- Renewable two-year contract

Application Instructions:

All candidates who wish to apply for the position are requested to establish a professional file with ISS to facilitate the application process and ensure that credentials are provided in a uniform and consistent manner. Since Colegio Colombo Británico has requested ISS to assist with the search, applicants for this position do not need to pay a fee to originate or reactivate their professional file.

Current ISS candidates: Send a formal letter of interest specific to this position in **PDF format** to Dr. Beth Pfannl, Vice President of Administrative Searches, ISS (bpfannl@iss.edu).

Not an active candidate? Follow the steps below:

- 1) **Send a formal letter of interest** specific to this position in **PDF format** to Dr. Beth Pfannl (bpfannl@iss.edu).
- 2) **Create or update your ISS file**
 - New candidates – <https://www.iss.edu/recruitment/candidate/new-user>
 - Returning candidates - <https://www.iss.edu/recruitment/user/login>

***Please email Dana Zarrello, administrative candidate assistant, for assistance: dzarrello@iss.edu.*

- 3) **Complete online ISS application.** When you reach the Payment Page, find the field labeled “Coupon Code” and type in **CCB2016** to waive your membership fee.

Your application will be reviewed by the ISS team to make sure all the necessary information is present. This process can take several days, depending on the time of year.

- 4) **Begin to build your professional dossier.** Upload supporting documents (certifications, educational philosophy, current resume, and open letters of reference) through your ISS candidate dashboard.

- 5) **File Activation.** Once your confidential reference forms have been received and your file is “active” your file will be made available to Dr. Pfannl and the search committee.

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