

International Schools Group

SEARCH REOPENED

Seeks: Superintendent (Head of School)

Start Date: July 2018

Application Deadline: January 1, 2017

International Schools Group (ISG) is a collection of seven accredited schools in the Kingdom of Saudi Arabia serving over 4,500 students from more than forty countries. Historically, ISG has benefited from outstanding leadership throughout its development and seeks to continue that tradition of excellence.

OUR MISSION

International Schools Group (ISG) is a multi-cultural organization of accredited schools in the Kingdom of Saudi Arabia offering a challenging world-class education. We endeavor to ensure that our students aspire to their fullest potential to become capable of a lifetime of high achievement, driven by integrity, acceptance of others and personal ambition. This will be achieved through excellent programs implemented by dedicated professional educators in a safe and nurturing environment. Open communication and honesty are at the heart of our partnership with students, parents and community.

OUR BELIEFS

At ISG, we believe that:

- Student learning must be the primary focus of the decisions affecting our schools.
- Development of the whole child socially, physically, intellectually and emotionally is imperative to success.
- We value our students as unique individuals and treat them with dignity; all our students are worthy of this respect.
- By inspiring our students they will contribute to society as knowledgeable, responsible and cultured citizens.
- Differences in learning styles exist; therefore, students have the right to learn in a way that brings them personal success.



- Activities beyond the curriculum that foster leadership, confidence and teamwork are essential to the development of the whole child.
- Students learn best and are most successful when the learning environment is safe and secure.
- Understanding and acknowledging the values of all cultures and diversity is essential and enriches the learning environment
- Effective education requires appropriate facilities where students experience security, care, dignity and respect.
- The recruitment, professional development and retention of excellent employees are of vital importance to our success.
- Good morale is critical to the success of our schools.
- Our co-educational programs must be accomplished in a manner consistent with the regulations of the Saudi Arabian Ministry of Education.



OUR SCHOOLS AND CURRICULA

ISG offers world-class programs accommodating every level of elementary and secondary education, beginning with Pre-K / Pre-Reception and culminating in full High School college preparatory programs. Our schools are segmented into three divisions.

American Division – American Division schools (Dharan Elementary/Middle School, Dharan High School, ISG Jubail, and Yanbu International School) follow a typical American Curriculum, inclusive of courses in English/Language Arts, Social Studies, Science, and Mathematics. Additionally, a wide range of electives are offered at each site. These include Art, Photography, Instrumental Music, Choral Music, Technology, and Physical Education. Language instruction in Arabic, French, and Spanish is also offered. Finally, there is a robust set of AP classes, including an AP Capstone program, offered. Consistent with our focus on education quality, student MAP standardized test scores average well above U.S. national norms. These schools are primarily staffed with Western-trained educators, and are accredited by the Middle States Association of Colleges and Schools.



British Division – Our British Division Schools, Dhahran British Grammar School (DBGS) and Sara Village School (SVS), follow the British National Curriculum. DBGS is organized into Foundation Stage and Key Stages 1, 2, 3, and 4. Pupils are class-based while in Foundation Stage and through Key Stages 1 and 2. In Key Stages 3 and 4 students receive specialist lessons in subjects including English, Mathematics, Science, Design Technology, Information and Communication Technology, History, Geography, Art, Music, Physical Education, Business Studies, Foreign Languages (Arabic and French), and PSHE (Personal, Social, and Health Education). Key Stage 4 pupils (Years 10-11) undertake an GCSE course of study leading to examinations at the end of Year 11. Year 12/13 students can apply to take the Cambridge A-Level courses. SVS offers Foundation Stage through Year 6 education on the purpose-built BAE Systems compound south of Dhahran. Both schools administer “End of Key Stage” British National Curriculum testing each year. Like the American Division, they are also primarily staffed with Western-trained educators. They are accredited by British Schools of the Middle East (BSME), British Schools Overseas (BSO), and the Council of International Schools (CIS).



International Division – Our International Division School (ISG Dammam) follows a hybrid curriculum incorporating aspects of the American curriculum as well as those from other countries. Core courses include English/Language Arts, Social Studies, Science, and Mathematics. Students may also participate in elective courses such as Journalism, English Plus, and Desktop Publications. They also have opportunities to study global languages, including Arabic, Filipino, Hindi, and Urdu. ISG Dammam has a mix of Western-trained as well as highly qualified multi-national teachers. This school is also accredited by the Middle States Association of Colleges and Schools.



In addition to the Advanced Placement (AP) and Cambridge A-Level tracks, students may also choose to pursue the International Baccalaureate (IB) Diploma Programme. The Dhahran Baccalaureate Center (DBC) is an IB World School, authorized by the International Baccalaureate Organization (IBO) to offer the rigorous and comprehensive two-year curricular programme leading to the IB Diploma. Students begin the programme in 11th grade (American) / Year 12 (British). Successful completion of the programme will lead to the highly regarded IB Diploma, recognized by universities worldwide. Its first cohort was welcomed in 2011.

Prospective candidates are invited to access the ISG website at <http://www.isg.edu.sa/>

THE ISG BOARD OF TRUSTEES

The ISG Board of Trustees serve renewable two-year terms and focus on the following:

- Working collaboratively with the administration and community to develop the vision for ISG
- Developing and overseeing execution of the ISG strategy to achieve that vision
- Establishing a structure which to provide means for educational excellence within that strategy
- Establishing standards and attendant assessment system
- Exercising fiduciary duties to ensure ISG resources are sufficient to meet obligations

SUPERINTENDENT JOB DESCRIPTION

In addition to the seven schools (each of which is led by a Principal / Head Teacher with their own leadership teams as appropriate), ISG has a District Office. This office includes the following:

- Assistant Superintendent for Learning
- Assistant Superintendent for Student Services
- Assistant Superintendent for Human Resources
- Director of Finance
- Director of Technology and Support Services
- Director of Government Relations



The ISG Superintendent is equivalent to the Chief Executive Officer of the entire organization, and is expected to provide leadership in pursuing the mission and executing ISG's strategy with the framework of approved policies. In addition to working closely with the Board of Trustees, the Superintendent works with the District office and the individual school leadership teams to ensure appropriate tactical steps are taken to achieve the vision. Specific responsibilities include:

- Create and maintain strong relationships both within the ISG community as well as with external organizations (including but not limited to local and national governments of Saudi Arabia)
- Evaluate and supervise curricular and instructional effectiveness and student performance using data-driven, technological resources



- Develop financial frameworks for the entire organization and ensure adherence (by the schools and the district office) to those frameworks
- Oversee all human resource functions – including recruiting, training, development, and retention – with a focus on continuous improvement
- Lead all aspects of infrastructure and facilities planning, including fundraising efforts
- Provide expertise to the Board of Trustees regarding policy development and governance
- Serve as a non-voting member of the Board of Trustees and all Board committees

QUALIFICATIONS SOUGHT IN THE NEW SUPERINTENDENT

- Advanced degree in Education - a Ph.D. or Ed.D. is preferred
- A minimum of five years demonstrated success in leading an educational organization
- Experience teaching in and leading international schools is highly preferred
- Ability to understand financial metrics, and comfort in making decisions regarding budgets and other financial operations
- Previous involvement with infrastructure (i.e. facilities) design, planning, and development
- Strong knowledge of the U.S. education standards (including AP program), British National Curriculum, and IB program

PERSONAL ATTRIBUTES & EXPERIENCES SOUGHT IN THE NEW SUPERINTENDENT

- Strong and dynamic leadership skills
- Demonstrates integrity, fairness, transparency and trustworthiness
- Promotes a collaborative working style
- Visible and embraces the opportunity to publically engage with stakeholders
- Excellent communicator with strong interpersonal skills
- Understands the theoretical frameworks and practical applications of change management
- Problem solver with proven track record of successful leadership
- Experience with and sensitivity towards multi-cultural environments
- Ability to manage a large and complex organization

SALARY AND BENEFITS

The ISG Board of Trustees is committed to attracting and retaining highly qualified candidates. Salary and benefits will be commensurate with qualifications and experience and will be highly competitive. The initial term of the contract will be a minimum of three years, but the Board's aim is to retain the Superintendent significantly longer.

APPLICATION PROCEDURE

Application Deadline: January 1, 2017

ISG has retained Dr. Paul DeMinico of International Schools Services (ISS), to serve as lead consultant for this search. He will be assisted by the ISS Search Team. The deadline to submit your application is January 1, 2017. Initial interviews will be conducted in January. Shortly thereafter, long-listed

candidates will be identified by ISS and their dossiers forwarded to the ISG Search Committee. Long-listed candidates will be interviewed via Skype in January and February with the intention to complete the process by April 2017. Visits to ISG for the finalists would be scheduled for early-mid March 2017.

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. Applicants for this specific position do not need to pay a fee to originate or reactivate their professional file.

Current ISS candidates: Send a formal letter of interest (cover letter) in PDF format to Dr. Paul DeMinico (pdeminico@iss.edu)

Not an active candidate? Follow the steps below:

- 1) **Send a formal letter of interest** (cover letter) in PDF format to Dr. Paul DeMinico (pdeminico@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 registrar, 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 **ISG2017** 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. DeMinico and the search committee.