



**SAC**

**SEV AMERICAN COLLEGE  
ÖZEL SEV LİSESİ**

**SEV AMERICAN COLLEGE**

**Istanbul, Turkey**

Seeks: Headmaster, High School

Effective: August 2017

Application Deadline: January 11, 2017

**SEV American College is a new school established under SEV Foundation governance. The SEV Foundation has a 150-year history in Turkey.**

SEV is the acronym for “Sağlık ve Eğitim Vakfı,” the Health and Education Foundation. It is also the Turkish word for love.

SEV American College (SAC) opened its doors in September 2014 after a long and thorough planning phase. SAC is the continuation of the Health and Education Foundation's other schools that were established in the mid-1800s. The school provides a 5-year high school education from Prep through Grade 12. The Prep year is compulsory. SAC began with Prep and Grade 9 and will add a grade each year reaching a full complement of five grades in the 2017/2018 school year.

#### **SEV Foundation’s Educational Mission:**

While embracing international educational standards in a developing and changing world, to perpetuate and improve well-established schools that nurture individuals who make a difference with their academic excellence and social consciousness.

In pursuit of the SEV Foundation’s mission, SEV American College goal is to provide excellence in holistic education so that each student:

- Practices a clear commitment to the ideals of Atatürk.
- Is academically successful on high national and international levels.
- Develops mind, body, and spirit to live as a well-balanced individual who will pursue higher education and lifelong learning.
- Learns critical thinking, social and communication skills.
- Shows commitment to justice, mutual respect, human rights, ethical behavior, tolerance, and self-discipline.
- Is committed to bilingual and multicultural interaction for the appreciation of diversity of perspectives and cultures.
- Shows environmental awareness and is dedicated to environmental protection.
- Adapts creatively and innovatively to life and work using scientific inquiry, literary and artistic approaches, information technology, and the social sciences.
- Embodies responsibility, initiative and completes work and fulfills the requirements, embodies honesty and generosity, effective teamwork, and democratic leadership.
- Participates fully in democratic processes and philanthropic organizations as part of lifelong service to humanity.



SAC is located on the Anatolian side of Istanbul on a campus with 18,500 sq. mt of land. The school received the prestigious German “Concept Visionary Architecture” Iconic Award of 2013 and can easily host large scale extracurricular activities, including “TED Talks”, in its 590 seat capacity auditorium and smaller 65 seat capacity

conference hall.

### **Unique characteristics of SAC:**

- Multilingualism & Biculturalism
- 4th SEV high school benefitting from approximately 150 years of tradition and experience
- Rigorous university preparation academic program
- Strong English Department with 77% native speakers
- Importance given to a wide variety of co-curricular and extra-curricular activities and clubs
- Facilities that include state-of-the-art science and computer labs, an extensive library, natural lit classrooms, 4-room arts center, 4-room music center, conference hall and auditorium
- Bilingual Principal with extensive IB as well as teacher training experience



### **2016 – 2017 SAC Students**

Number of students: 424

### **Academic program in Prep Year**

Intensive English, Second Foreign Language, Turkish, Science, Mathematics, Art, Physical Education, and Music.

### **Language of Instruction**

All classes are taught in English other than Turkish Language and Literature, Social Sciences, art, music, PE and some electives.

### **Second Foreign Language Options**

German, Spanish, and French

### **Elective courses**

Elective courses include, but are not limited to, Modern Turkish and World History, German/ French Literature, Public Speaking, Journalism, Drama, Web Design and Animation, AP preparation in Math, Science and English.

### **The IB Diploma Program**

SAC received official approval from the International Baccalaureate Organization in May 2016 and became an IB World School. The first IBDP cohort will graduate in June 2018.

### **2016-17 SAC Faculty**

We have 60 teachers for the academic year 2016-2017, 25% of whom are international.

### **Criteria for admission**

Prep class students are accepted to SAC through two methods: students coming from SEV middle schools are accepted according to their GPA's, while other students are accepted according to their national exam scores.

### **Average number of students in a class for the 2016/2017 school year\***

- 11 in Grade 11
- 18 in Grade 10
- 23 in Grade 9
- 20 in Prep Year





*\*Note: Grade 12 will begin with the 2017/2018 school year.*

### **Traditional Events in School**

SAC Fest, Halloween Costume Competition, CERN trip, Highlights, Francophone Day, Academic Honesty Week, Love your Country-Make it Known Worldwide Project, SAC Talks, Words in My Pocket, World Environment Day, Would You Like to Play With me? Campaign, Solea, and SAC TEDx.

### **Extracurricular Clubs**

Extracurricular Clubs include but are not limited to Model United Nations (MUN), Drama Club, Public Speaking, Young Entrepreneurship, Duke of Edinburgh International Award, Badminton, Football, Basketball, Orchestra, Cooking, Table Tennis, Latin dances and Tango, Oil Painting, Show and Choir. There are over 30 clubs running in the school.





## **ABOUT ISTANBUL AND TURKEY**

Turkey, is in Eurasia, largely located in Western Asia, with a smaller portion located in Eastern Thrace in Southeast Europe.

Istanbul, the most populous city in Turkey, is the country's economic, cultural, and historical center. With a wealth of offerings, Istanbul is very affordable given the very high purchasing power of the US Dollar.



Istanbul is the only transcontinental city in Eurasia, straddling the Bosphorus straits between the Sea of Marmara and the Black Sea. The city hosts a population of around 15 million and is the largest in Europe and 5th-largest in the world.

## **POSITION**

The Headmaster is expected to work in collaboration with the SEV General Manager, to ensure that the school is both educationally and financially sound and to ensure that the educational policies are consistent with the educational goals of the Ministry of Education, the SEV American Schools' Mission, and the SEV Board of Directors' policy decisions. S/he conducts the administration of the school in alignment with the policies of, and in close relationship with, the administrators of the Health and Education Foundation.

The position offers close personal attention to each student and their needs. The successful applicant will be someone who has shown evidence of high energy and initiative in moving schools forward in a progressive and responsible manner. SEV American College (SAC) is looking for someone who can make a long-term commitment to continue its tradition of forward thinking in providing the best possible education for its students.

Being a new school on a large campus, there will be significant time and energy demands on the new Headmaster. Construction is on-going, high visibility at numerous after school events is expected, and commuting time in Istanbul can be long.

Because of the long history of SEV and its founding principles, candidates who are North American citizens will have preference.

### ***Administrative Duties***

The Headmaster:

- Chairs/coordinates all meetings
- Analyzes reports prepared by other departments and implements any resolutions;
- Ensures preparation of the necessary programs, educational activities and gets necessary permissions related to such activities before the beginning of each school year,
- Ensures the maintenance of all necessary registers, files, and records related to educational and administrative activities, and assures that all correspondence is carried out correctly and in a timely manner;
- Ensures the continuity of CIS accreditation and leads the process
- Provides day-to-day supervision of the academic program and other operations of the school;
- Maintains and coordinates the campus calendar as well as positive channels of open communication;
- Supervises and approves the development of faculty and student handbooks, school policies, brochures, job descriptions, video productions, websites, media releases, and other public documents in coordination with related administrators at the SEV Foundation;
- Leads the development of school policy and procedures including strategic planning, long-term development, curriculum, assessment, and instruction;
- Ensures that the school maintains and uses current student and faculty handbooks, written policies, employee evaluation procedures, and job description responsibilities;
- Ensures the preparation of the weekly class distribution program and, when necessary, obtains Ministry approval in a timely manner;
- Facilitates all flag and legal ceremonies of the schools in conjunction with the Principal and administrative team;
- Acts as a liaison officer with alumni, community groups, consulate officials, and all other protocol members;
- Manages public relations and maintains communication with graduate groups, parents, and community leaders with the Principal and in coordination with the Foundation.

## ***Fiscal and Business Management***

The Headmaster:

- Ensures the preparation of the budget in coordination with the parameters established by the SEV foundation
- Is authorized and responsible for the implementation of financial matters related to the school within the frame of authority as defined by his/her role in coordination with the SEV General Manager;
- Is responsible for management of the budget;
- Approves all faculty and staff vacations and absences together with the principal;
- Approves all student and faculty requests for solicitation of donations from alumni, the Foundation, and other sources;
- Oversees the provision and use of equipment required for education and instruction;
- Submits an application to the Health and Education Foundation in order for out of budget missing items to be procured;
- Ensures the preparation of an inventory of school furnishings and related records;
- Oversees the maintenance and improvement of the campus;
- Provides for proper security, emergency drills, and training of all staff for emergency procedures.

## ***Education***

The Headmaster:

- Ensures that all teachers conduct their responsibilities in a timely and well planned manner;
- At the beginning of the school year, collects the yearly plans of the subjects other than Turkish and Turkish cultural subjects and checks to see if lessons are taught in line with these plans;
- Ensures that teachers are evaluated in a timely manner according to school, Foundation and Ministry policies;
- Takes necessary action to enable all administrative personnel, teachers, staff and other staff to remain up to date with regard to scientific, technological, and educational developments;
- Provides faculty orientation programs, Turkish language instruction for international teachers, and English language instruction for Turkish teachers;
- Leads the development and review of curricula, co-curricular programs, clubs, and activities;
- Takes the necessary measures to develop and maintain the general discipline and climate of the school;
- Ensures the implementation of guidance and education activities in an orderly manner;
- Approves admission of exchange or guest students.

## ***Human Resources***

The Headmaster:

- Oversees all personnel planning with the Principal and is responsible for all human resource functions in coordination with the HR Manager at the SEV Foundation;
- Conducts performance evaluations of faculty and administrative staff with the Principals in consultation with the Human Resources at the SEV Foundation;
- Oversees the development of the annual professional development plan for faculty and staff with the Principal and shares the plan with the Human Resources Manager at the SEV Foundation;
- Develops and documents succession planning for critical positions and shares the plan with the HR Department in SEV.

## ***Relations***

<i>Within SEV Group</i>	<i>Outside</i>	<i>International</i>
SEV General Manager	Ministry of Education	IB
SEV CFO	Ministry of Labor	CIS
SEV Headmasters	Security / Police	FABSIT
SEV Principals	Municipality	ASHA
SEV HR Coordinator	Alumni	ATS
SEV Education Department	Parents	PTC
School Community		ECIS

## DESIRED QUALIFICATIONS

The successful candidate will be expected to have as many of the following qualifications as possible:

### ***Professional Attributes***

- Experience in school administration
- Success as a senior administrator in leading teaching and learning, including knowledge of the IB Diploma programme
- Commitment to standards-based curriculum, grading and reporting
- Extensive understanding of financial reporting and financial planning
- Extensive experience in building programs and program review
- Experience with ESL students
- Experience in developing and managing marketing plans
- Proven organizational ability, initiative and effective communicative and interpersonal skills
- Flexibility to adapt
- Proven ability in change and crisis management
- Proven ability and desire to collaborate in a Professional Learning Community
- Proven ability to develop and maintain a constructive, positive working culture/climate
- Technology literate

### ***Personal Attributes***

- Visionary
- Inspirational
- Flexible
- Excellent time management skills
- Highly energetic
- High integrity and character
- Values cultural diversity
- Student-centered

## APPLICATION PROCEDURE

***Application Deadline: January 11, 2017***

SAC has retained David Randall, Executive Search Consultant of International Schools Services (ISS), to serve as the lead consultant on this search for the new Headmaster. Because SAC has requested ISS to assist with this search, applicants for this specific position do not need to pay a fee to originate or reactivate a professional file.

### **Candidates may apply in one of two ways:**

1. Send the following documents in **ONE PDF DOCUMENT**:
  - A. Formal letter of interest specific to this position. Please explain clearly why you are seeking this particular post and why you are well qualified for the position.
  - B. Resume/Curriculum Vitae
  - C. Three open letters of reference
  - D. If applicable, a resume or curriculum vitae of a teaching partner who would accompany you.

**OR**

2. Apply with an ISS Professional Dossier. Application steps listed below.

**Current ISS candidates:** Send a formal letter of interest specific to this position in **PDF format** to Mr. David Randall ([drandall@iss.edu](mailto:drandall@iss.edu)). Your complete ISS dossier will be sent to Mr. Randall upon receipt of your letter.

**Not an active candidate? Follow the steps below:**

- 1) **Send a formal letter of interest** specific to this position in **PDF format** to Mr. David Randall ([drandall@iss.edu](mailto:drandall@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](mailto:dzarrello@iss.edu).*

- 3) **Complete online ISS application.** When you reach the Payment Page, find the field labeled “Coupon Code” and type in **SAC2016** 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 Mr. Randall and the search committee.

**\*Important Notes\***

*\*Candidates are asked to submit their letter of interest as early as possible as ISS and SAC reserves the right to close the selection process at any time if the right candidate is found.*

*\*ISS and SAC reserve the right to contact the writers of open references for confidential statements. Such contacts will not be made without notifying candidates in advance.*