



SCHOLARS INTERNATIONAL GROUP

Dubai, United Arab Emirates

Seeks: Director of Schools

Effective: July 2017

Application Deadline: November 18th , 2016

THE GROUP

Scholars International Group (SIG) is a private school group located in Dubai, UAE. We are currently looking for a **Director of Schools** to take over the reins from our retiring Director, helping take our group to new heights while respecting the legacy that has been created.

OUR SCHOOLS

SIG is comprised of **three** schools:

Dubai Scholars, a UK National Curriculum school established in 1976 – www.dubaischolars.com

Scholars International Academy, a UK National Curriculum school established in 2007 – www.scholarsinternationalacademy.com

Clarion School, a progressive American Curriculum school established in 2016 – www.clarionschooldubai.com



Current student strength is at 2,900. The three schools cater to the three different segments of the market – affordable, mid-market and premium.



WHOM WE SEEK

The individual we seek should have the relevant qualifications and experience and should be committed to high standards. They should be **both** academically as well as operationally seasoned. The candidate should have the pedagogical background to ensure strong learning environments are taking place at our schools while also being able to ensure the schools are in compliance with accreditation and Ministerial requirements.

The individual should also be able to ensure the quality of the schools' operational capabilities. They should be able to refine the policies and procedures as well as the accountability and KPI metrics for effective oversight and progress to excellence.

The successful applicant will be able to support the Board in looking for new strategic opportunities and representing the organization where required. They should have strengths in financial management as well as strategic planning to ensure the effective growth of the organization.

The candidate should be highly effective at documentation as well as information management systems so that all aspects of the organization can be tracked and data can be used effectively in supporting decision making. The candidate should be a collaborative and motivational leader who is both confident and flexible.

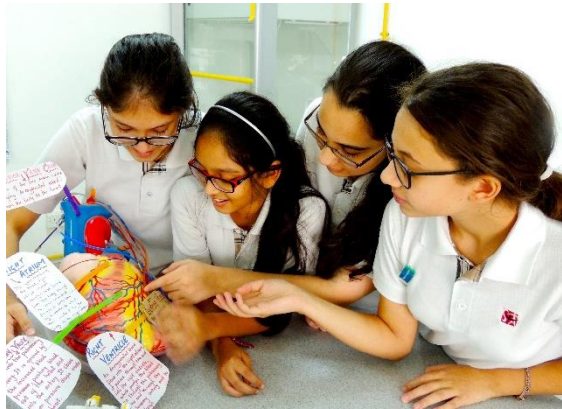


Candidates for this position should be energetic, driven and committed to excellence across all areas. The candidate should have strong interpersonal skills and be a great communicator. Applicants should be calm, mature, open, patient, hard-working, humble and in essence a good person.

QUALIFICATIONS

The following are a list of required qualifications for our incoming Director of Schools:

- A business-related degree as well as an education-related degree
- At least 7 years' experiences in both a business as well as a K-12 setting
- Prior experience with school accreditation and / or school inspections
- Strong proficiency with information management systems and effective utilization of data
- New construction project management experience is a plus
- Outstanding human relation skills



SALARY AND BENEFITS

We offer a competitive package with benefits and an end of contract gratuity.

APPLICATION PROCEDURES

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 SIG has requested ISS to assist with this search, 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>

**Email Dana Zarrello, Administrative Candidate Registrar, for assistance: dzarrello@iss.edu.*

- 3) **Complete ISS application.** When you reach the Payment Page, find the field labeled "Coupon Code" and type in **SIG2016** 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.

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

