

Al-Bayan Bilingual School

Kuwait City, Kuwait

Seeks a **Middle School Principal**

Effective: August 2017

Application Deadline: March 1, 2017

THE SCHOOL

Al-Bayan Bilingual School (BBS) was established in 1977 with a vision to prepare students for the world of today and the challenges of tomorrow. BBS is a private, non-profit, coeducational, university preparatory school that offers education from pre-nursery through to 12th grade. The school offers a bilingual program in which Arabic and English languages carry equal emphasis and status; its goal is to bridge global progress with the traditional values of Arab culture.

The school's mission is *to foster an environment for students to develop the intellectual qualities, ethical values, and positive attitudes required for effective participation and leadership in the overall development of Kuwait and the rapidly changing world.*



ACCREDITATION

BBS is fully accredited by The Council of International Schools (UK), the New England Association of Schools & Colleges (USA) and the Ministry of Education (Kuwait) since 1989. The school received its renewed 20-year accreditation in 2009.

STUDENT BODY

The student body consists of 2,100+ students, primarily Kuwaiti nationals, and other students who are bilingual speakers of English and Arabic. One hundred percent of the students graduate, and all of them attend colleges and universities. Over 85% are accepted in educational institutions in the United States, Europe and the remainder go to universities in the Gulf Region. In recent years BBS' students have been accepted to a significant number of the world's leading colleges and universities including the Massachusetts Institute of Technology and Harvard University. Since 2011, our students have been admitted to 19 of the top 50 universities on the Academic Ranking of World Universities.

CURRICULUM

BBS continuously works on developing and documenting the school's curricula. This process is led by the Curriculum Coordinator. The process began with the selection of standards and benchmarks for each department. The Arabic subjects follow the curriculum set by the Kuwait Ministry of Education. For English, BBS officially adopted the 2007 Revised Ontario English Curriculum,

created by the Ministry of Education, Ontario, Canada. This curriculum focuses on 4 main areas of language: Oral Communication, Reading, Writing, and Media Studies. The Math department follows the Common Core Standards. Emphasis in the CCSSI curricula is on the understanding and application of processes and proficiencies of longstanding importance in mathematics at all levels. The Science department follows the BBS Science standards and benchmarks which have been created to meet our needs as a bilingual school.

Currently, all departments have their curriculum documented on Rubicon Atlas using the Understanding by Design framework. Using this framework has helped the school move away from teaching the facts and towards the application of facts in new and challenging situations.

EXTRACURRICULAR ACTIVITIES

The school offers extensive and popular extracurricular activities and sports programs. Current activities include: volleyball, basketball, soccer, track and field, badminton, business simulations, Model United Nations, National Honor Society, student government, English and Arabic drama, and science fairs.

FACILITIES

In recent years Al-Bayan has expanded to meet an increasing demand for student placement. BBS now operates on two spacious, well-equipped campuses within Kuwait City. The Hawally campus houses students from K-12. The facilities include spacious learning spaces, four gymnasiums, a theater, four clinics, four media centers, multipurpose rooms of various sizes, ten science laboratories, computer labs, a canteen, a mosque, and sports facilities. As part of our plan to develop our IT infrastructure, all our staff and students have access to Wi-Fi on campus to support the BYOD program in Middle School and High School and the iPad program in Pre-School and Elementary School.



STRATEGIC PLAN

Since 2012, we have worked with a consultant to create and implement a five-year strategic plan. The plan's objectives focus on:

- Character education
- Vertical articulation and horizontal alignment of the curriculum
- Professional development plans
- Enhancing the technology infrastructure
- Communication among the stakeholders of the BBS community
- The school's enrollment policies and the diversity of the student body
- The school's financial sustainability

SCHOOL CALENDAR

The academic calendar for faculty is late August to mid-June. The year is divided into two semesters as follows:

- September – December (1st Semester)
- January – June (2nd Semester)

MIDDLE SCHOOL

The Middle School (grades 6-8) is one of the four divisions at BBS. The Middle School Principal, who reports to the Director, serves as the instructional leader for around 415 students and approximately 52 staff. The Middle School Principal has the support of a Deputy Principal, Grade Level Coordinators, and an Administrative Assistant. Each division also has the support of a Media Specialist, Nurses, Counselors, Learning Coaches and IT Coaches. The Academic Affairs Department supports the principal with curriculum, instructional technology and teacher professional development matters.

THE POSITION

The Search Committee is looking for an educator with international experience who wishes to live and work in the Middle East. The Committee is searching for an individual who has a strong academic background in Middle School education as well as experience as a Middle School Principal.

A SUCCESSFUL CANDIDATE MUST DEMONSTRATE THE FOLLOWING COMPETENCIES:

Communication:

- Listens to others and communicates in an effective manner
- Communicates issues clearly and credibly with various stakeholders
- Uses a variety of communication systems and strategies for the different stakeholders
- Delivers messages with clarity, tact and diplomacy

Student focus:

- Encourages the staff to achieve high education standards for BBS students
- Identifies ways to add value to students
- Develops strategies to ensure the staff meets the school's standards

Conflict Management:

- Anticipates and takes action to avoid and reduce potential conflict
- Helps stakeholders focus on the end goals and away from personality issues

Developing others:

- Fosters a learning culture
- Works with MS staff to define development goals
- Provides feedback and support to staff through regular evaluations

Planning and organizing:

- Establishes goals and organizes work
- Identifies and plans activities that will result in the overall improvement of the division
- Challenges inefficient or ineffective work processes and offers constructive alternatives

ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- a) Master's degree with specialization in education, administration or related fields
- b) Certification in Educational Administration
- c) Minimum 5 years' previous experience as a Middle School Principal
- d) International experience working in a bilingual school with a clear understanding of issues involved in living and working in a country other than one's own is preferred
- e) Academic training and experience in the American or Canadian educational system with at least five years of successful classroom teaching
- f) Experience in developing Middle School programs is preferred
- g) Experience in implementing the principles and current trends in Middle School education, curriculum, staff development, essential elements of instruction and supervision

MAJOR DUTIES AND RESPONSIBILITIES FOR THIS ROLE:

- To actively promote the school mission and support the direction of the school
- To actively promote the values of the school and implementation of policy among faculty
- To share and promote the school's goals and establish clear personal goals
- To plan and execute all aspects of future Middle School development as agreed with the Director
- To examine scheduling formats and implement the most appropriate model for the school
- To monitor the academic progress of students through continual assessment and grading policy
- To monitor and utilize available school instructional technology to inform decision making
- To seek to ensure the safety and welfare of all students and adults in the Middle School
- To plan and develop a strong support and methodological program for faculty
- To evaluate the Middle School staff and take action accordingly
- To ensure that the curriculum review is effectively carried out in accordance with school policy
- To organize and allocate spending within the divisional budget
- To carry out the recommendations of accreditation bodies as agreed with the Director as well as manage the participation of Middle School staff in the process of formulating the accreditation reports
- To assist the Director with the interviewing and recruitment of faculty as required
- To meet with the administrative team to ensure the maximum cooperation between school divisions
- To check all memos or written materials to parents and staff for accuracy before submission of final copy to the Director for approval

SALARY AND BENEFITS

- A three-year initial contract
- Competitive tax-free salary, with a generous end of service gratuity/indemnity
- International Health insurance
- Fully furnished housing, including utilities
- Annual flight allowance for candidate and family
- Personal shipping allowance, and settling in allowance
- Car allowance
- Partial support for club membership
- Support for ongoing professional development

PROCEDURE FOR FILING AN APPLICATION

Candidates who wish to apply for the Middle School Principal position must submit their application materials electronically to the school email at admin@bbs.edu.kw. Only emailed applications will be accepted. The application should include the following attachments:

- A letter of interest which includes the strengths the candidate feels qualify him/her for consideration for the position
- Current resume
- Statement of Educational Philosophy
- A list of at least 3 professional referees. The school's search committee will advise semi-finalist candidates before contacting any referees.

The deadline for applications is **March 1, 2017**. Please note the Search Committee could make their decision earlier if an exceptional candidate applies. Shortlisted candidates will be interviewed through Skype after the initial screening. Semi-finalists will be invited for an on-site interview in the second round. The new Principal will be selected soon after the conclusion of the interviews.

Candidates wishing to learn more about Al-Bayan Bilingual School should visit www.bbs.edu.kw.