



Chettinad Lincoln  
International School

## Outstanding Leadership Opportunity

### Chettinad Lincoln International School

**Seeks:** Head of School

**Effective:** August 2017

**Application Deadline:** April 1, 2017

**Website:** [www.chettinadib.org](http://www.chettinadib.org)



#### OUR SCHOOL

Chettinad Lincoln International School (Chettinad Lincoln) is a new and unique PreK-12 private school housed in a serene, green oasis in Chettinad Health City, Chennai, India.

Chettinad Lincoln is an independent school sponsored by the Rajah Muthiah Chettiar Charitable and Educational Trust. The school is a modern, spacious and beautiful educational facility located in Chennai, India, on the same campus as the Chettinad Health City's medical and dental colleges. This brand-new school opened January 2017, with students in grades PreK, Upper/Lower Kindergarten, and Grades 1 to 5. Chettinad Lincoln is an authorized IB World School.

The school is located on a modern, purpose-built campus including:

- Early childhood section for PreK, Lower Kg and Upper Kg (opened January 2017);
- Elementary school for Grades 1-5 (opened January 2017);
- Middle school for Grades 6-8;
- High school for Grades 9-12; and,
- A gymnasium, swimming pool, cafeteria, well equipped and state-of-the-art library, art, science, and music classrooms, and exciting play spaces.



## VISION

At Chettinad Lincoln International School, we kindle the flame of each child's intellectual curiosity, creating a vibrant, outward-looking community of caring young learners who are agents of change for a better world.

## MISSION

Our mission is to provide a holistic education that builds social, emotional, academic and physical success through a challenging and progressive learner-centered program, nurturing each unique learner to become a skilled communicator, collaborator, inquirer, contributor and flexible thinker in a changing world.

## THE ROLE OF OUR PARENTS

The first teacher: As a child's first and most important teachers, parents play a key role in a child's success. At Chettinad Lincoln International School, we believe that active parent participation is critical to a child's success and invite all parents to work in partnership with our teachers to help students grow and thrive as much as possible during their time in our care.

## POSITION DESCRIPTION: HEAD OF SCHOOL

ISS is proud to assist the Rajah Muthiah Chettiar Charitable and Educational Trust with their search for a Head of School.

Chettinad Lincoln International School will open for its first full academic year in its purpose-built facility in August 2017. The school was founded to provide an educational experience ultimately preparing students for entrance to foreign universities. Chettinad Lincoln International School is located on the campus of Chettinad Health City, just south of Chennai, India.

Chettinad Lincoln International School, serves host country and international students from Pre-Kindergarten through Grade 5. Subsequent years will see the school grow to a PreK-12 school, serving over 1000 children and offering a boarding option for high school students. The school's integrated curriculum and inquiry-based learning will develop the intellectual, emotional and physical potential of each student. The language of instruction will be English.

This is an opportunity for any Head of School candidate wishing to lead the school during its first full operational year and guide the school as it grows into a robust Pre-K through High School IB program.

The ideal candidate will have the following qualifications and experiences:

- A valid administrative credential.
- A Masters degree in Educational Leadership or related field as a minimum.
- Comprehensive knowledge of the IB Program and current best practices, with a strong commitment carrying the school through to full IB implementation and authorization.
- A strong, demonstrated interest in and ability to lead professional growth and development initiatives.
- Prior successful experience demonstrating outstanding leadership qualities as an international school leader.
- Expertise (experience preferred) in school start-up projects.
- Unquestionable personal integrity and professional ethics.
- Interest in living and working in India.
- Global-minded perspective.

## **POSITION RESPONSIBILITIES**

### **Leadership and Teaching**

- Serves as Head Teacher and instructional leader demonstrating current, research-based instructional practice, and as an exemplary role model of International Baccalaureate teaching in action to faculty, staff, students and the community.
- Implements educational policies and objectives that offer what is best about an International Baccalaureate education to provide an educational experience designed to promote the maximum potential of students.
- Builds strong relationships among a variety of stakeholders through a highly visible, energetic and approachable style.
- Develops a collegial, collaborative and positive atmosphere amongst the faculty.
- Develops and implements school wide policies.
- Uses excellent written and verbal communication skills.

### **Management**

- Provides responsible and transparent fiscal management of an approved budget for the academic year.
- Oversees marketing and admissions processes and makes all admissions decisions based on approved academic criteria.

- Uses technology as an administrative tool.
- Supervises acquisition and use of resources and materials.
- Oversees the usage and maintenance of facilities.

### **Curriculum Leadership**

- Collaborates with the International Baccalaureate Organization maintaining full authorization as an IB-PYP World School and pursuing eventual IB-MYP and IB-DP authorizations.
- Oversees curriculum development and professional growth initiatives in support of building a robust IB program and IB ethos.
- Plans strategically to ensure student success through research based educational practices.

### **Community Relationships**

- Acts as the key spokesperson for the academic philosophy, standards and programs of Chettinad Lincoln locally, nationally and internationally.
- Maintains open and consistent communication with the entire school community.
- Demonstrates strong interpersonal skills and models ethics, respect and kindness towards all members of the school community.
- Engages in student and parent events.
- Promotes the school through print materials and public forums.

### **Personnel**

- Develops and oversees faculty and staff performance appraisals.
- Actively recruits and employs qualified faculty members with knowledge and skills to support student success in the IB curriculum and teaching model.
- Develops a staffing plan for annual school growth.
- Provides ongoing professional development opportunities for faculty to ensure alignment with the school mission and vision.

## **SALARY & BENEFITS**

An initial, two-year, renewable contract offers a competitive compensation and benefits package that is commensurate with the responsibilities of the position.

## **APPLICATION PROCESS Application Deadline: April 1, 2017**

ISS Vice President for Administrative Searches, Dr. Beth Pfannl, will serve as lead consultant for the Chettinad Lincoln search. She will be assisted by the ISS staff. The deadline for applications is **April 1, 2017**. Semifinalist candidates will be identified by ISS and their dossiers will be forwarded to the school.

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. Beth Pfannl, ISS Vice President for Administrative Searches ([bpfannl@iss.edu](mailto:bpfannl@iss.edu)) and please copy Dana Zarrello, Administrative Candidate Coordinator ([dzarrello@iss.edu](mailto:dzarrello@iss.edu)).

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

- 1) Send a formal letter of interest (cover letter) along with a CV in PDF format to Dr. Beth Pfannl, ISS Vice President for Administrative Searches ([bpfannl@iss.edu](mailto:bpfannl@iss.edu)) and please copy Dana Zarrello, Administrative Candidate Coordinator ([dzarrello@iss.edu](mailto:dzarrello@iss.edu)).
  
- 2) **Create or update your ISS file\***
  - New candidates – <https://recruit.iss.edu/recruitment/candidate/new-user>
  - Returning candidates - <https://recruit.iss.edu/recruitment/user/login>
  
- 3) **Complete online ISS application.** When you reach the Payment Page, find the field labeled “Coupon Code” and type in **CL2017** 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” it will be made available to Dr. Pfannl.

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

***Application materials should be sent electronically to:***

Dr. Beth Pfannl, [bpfannl@iss.edu](mailto:bpfannl@iss.edu) with a copy to Dana Zarrello, [dzarrello@iss.edu](mailto:dzarrello@iss.edu)