



Administrative Search Announcement

Head of School 2018

Carol Morgan School

Santo Domingo, Dominican Republic

Deadline: November 6, 2017

Overview of School

Founded in Integrity and Focused on Learning, the vision of our now 84 year old school continues to guide us as a progressive institution. The Carol Morgan School (CMS) in 1933 was a one room school house, the first English speaking and the first co-educational institution in the Dominican Republic. In the early 1960's it also became the first American accredited institution in the country. In 1964, CMS began its move to its now present 15-acre campus. Since then, our strategic decisions have been focused on modernizing the campus and assuring a progressive and inclusive educational program with a talented faculty and support from our parent and alumni groups.

Over the last fifteen years, we have been focusing our attention on implementing and strengthening: rigorous standards-based curriculum; cutting edge technology; character, civic and social responsibility programs; top-notch athletic and extracurricular programs and a rapidly growing fine arts offering for our students. We take pride in the many ways in which we pay attention to the individual needs and differences of students through our Optimal Learning Center (OLC) and accelerated learning and AP program. In addition, our Master Plan for physical facility expansion continues to be a priority in order to provide the quality of education to which we are dedicated. We are excited about the new facilities such as our Multipurpose Shark Center (Gym/Theater/Assembly Area/Classrooms), band and choir rooms, robotics lab, natural grass and artificial turf athletic fields, CMS Welcome Center, and the Middle Plaza, which serves as an outside learning space and lounge area for our students and community. We recently refurbished all of our classrooms and science labs, which further contribute to providing our students with an optimal learning environment.

As a prospective Head of School, please take a look at our ADMISSIONS policies first and then further explore the website and get a flavor of our program and ACTIVITIES. Then continue with the TEACHER RECRUITMENT section to learn about the process we use and the BENEFITS we offer as well as the recruiting schedule we follow. You can explore the rest of the webpage to get a feeling about life both at CMS and in the community at large, as well as get a sense of how student-centered we are and how important it is for us to develop sensitive, ethical leaders.

For further information about CMS' Programs, Processes and Communications in CAPS above, please access our website at www.cms.edu.do.



Mission and Vision

MISSION

The Carol Morgan School is a private, secular, nonprofit, college-preparatory school that instills a passion for learning, builds character and inspires civic and social responsibility. Incorporating a rigorous U.S. curriculum and advanced technology, CMS prepares students to become leaders of a multicultural, global society. The Carol Morgan School will maintain its lead as a world-class, comprehensive school.

VISION

Founded in Integrity, Focused on Learning

Philosophy



Committed to continuous improvement, the Carol Morgan School provides an excellent standards-based academic program within the framework of the best research-based educational practices. The varied international student body receives an immersion English language program.

The philosophy and objectives of this non-profit, community school support a U.S. curriculum in the rich cultural setting of the Dominican Republic. CMS welcomes families from all countries knowing that this

association of students of different backgrounds and religions will help them develop a clear understanding of the global world in which they live.

Designed to meet a wide range of individual needs, CMS programs stress the worth and dignity of all students and provide them the opportunities to progress intellectually, emotionally, socially, and physically to their greatest potential.

History of School

In the autumn of 1933, Mrs. Carol Morgan and her missionary husband Barney Morgan were confronted with the task of providing an English Language / American curriculum education for their children in Santo Domingo. Since these requirements could not be met in the Dominican Republic at that time, Mrs. Morgan was determined to start her own school. From its inception, the school's guiding principal was to bring children together for companionship, strengthening of values, healthy competition, and systematic education. Called at first "The Little School" or the "Santo Domingo Calvert School" (from the Calvert Curriculum system), it was originally housed in an unused Episcopal Chapel with Mrs. Morgan and two other women comprising the entire teaching staff. Beginning with only five students and one room, donated black boards and supplies from the International Hospital and the Evangelical church, each student was responsible for his or her own desk and chair. Growth during the ensuing years required

the school to seek larger quarters and subsequently move several times. One of its former sites is now the location of the Dominican Republic's National Theater.

In 1949, Carol Morgan returned with her family to the United States. That same year, in appreciation of her tireless efforts on the school's behalf, the name of the school was officially changed to "Carol Morgan School." Carol Morgan passed away in 1993.



In 1964, Dominican President Dr. Donald Reid Cabral, on behalf of the Dominican government, donated the present site to the school. Additional assistance in the form of donated construction materials such as bricks and cement was received from the American Ambassador. Between 1966 and 1968, construction began on the High School, Elementary School, Library, Cafeteria and Business Office, and in 1968, the student body moved to this present location. The spacious fifteen-acre campus, which was in the 1960's located on the outskirts of the city,

is now surrounded by an attractive upscale residential sector. A campus of this size, location and facilities would be impossible to re-create under today's conditions, and the school counts itself as very fortunate to be able to offer such amenities to its students and staff.

Key Features

ACCREDITATION

For approximately 45 years, CMS received its accreditation from the Southern Association of Colleges and Schools™ (SACS™). In 2013, CMS changed accrediting organizations to Middle States Association (MSA). Both of these associations are non-governmental, internationally recognized organizations whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

SCHOOL GOVERNANCE

The CMS Board of Directors is elected by the CMS Parent Community, which is comprised of the parents and guardians of pupils in the school. In accordance with the CMS philosophy and mission, the CMS Board of Directors sets the policies which govern the school. It consists of eight (8) voting members and four (4) ex-officio members. Board members are also responsible for chairing various committees, which serve to enhance the educational, technical, financial and overall well-being of the school through the guidance and support of school administrators and personnel. For further information, click the "Board Committees" link on our webpage.

LEARNING: CURRICULUM, INSTRUCTION AND ASSESSMENT

The CMS curriculum is designed to ensure student outcomes can be met and is rooted within [CMS' Strategic Learning Plan: The Shark Sphere](#). As a prekindergarten through twelfth grade standards-based school, CMS is incorporating standards such as the Common Core State Standards in English Language Arts and Math, the Next Generation Science Standards, and Advanced Placement (AP) learning objectives into course, department, and grade level resources. CMS is simultaneously providing experiences which develop the identified learner attributes found within the profile of a graduate, known as [CMS' Essential 11](#).



Research-based, best practices utilized at CMS include standards-based unit and lesson planning frameworks, helping to create vertical and horizontal curricular alignment while, at the same time, providing opportunities for educators to hone their craft of teaching. As a college preparatory school, CMS is extremely proud of its strong AP Program, which annually has well over 100 students participate in over fifteen AP courses on-campus, who then take more than 200 AP exams. Over 80% of our students in the past five (5) years have been able to submit AP scores to colleges and universities for credit or placement consideration.

CMS LIBRARIES

The modern 21st century library is a very different resource than libraries a generation ago. Perched on the cusp of technological integration, the CMS libraries provide a host of learning opportunities for students and staff alike. Given the way that today's students use, share, and produce information, libraries have become a "learning lab" for research and inquiry-based education that helps forge the information literacy skills demanded by tomorrow's workplaces and industries. All quality libraries in this day and age have both a physical and a virtual space for patrons to access needed services. CMS students can access two physical facilities on the CMS campus - an Elementary and an MS/HS library - as well as connect to a vast number of virtual resources, accessible through our website on the RESOURCES pages. We strive to make our libraries friendly student centers.

TECHNOLOGY

The CMS' technology program is a living entity; it grows and changes each year enhanced by the staff and students who touch it.

CMS uses technology to enhance and enrich learning opportunities for students, to increase the effectiveness of our educators and staff, and to improve communication within our local community and the global community of

international schools. CMS supports and trains its employees to empower students for success as positive contributors and productive members of a diverse technological society.

CMS believes in the following guiding principles:

- Technology should be seamlessly integrated into the daily lives of our students, teachers and staff.
- Students, teachers and staff should have access to technology anytime and anywhere.
- Technology should facilitate educational opportunities beyond our classroom walls.
- All students, teachers and staff should have equitable access to technology.
- Technology expectations for staff should be supported by ongoing staff development.
- Technology serves as a vehicle for lifelong learning.
- Technology resources should be consistent and dependable.



In order to carry out these principles CMS supports both an Academic Technology Director and a Systems Technology Director with a support team.

FINE ARTS, ATHLETICS AND EXTRA-CURRICULAR PROGRAMS

At CMS, we believe in educating the whole child, and thus have focused significant attention on developing fine arts, athletics and extra-curricular programs which complement and enhance our academic offerings.

The Fine Arts foster creative thinking, self-discipline, and life-long learning. Through the Arts, people understand themselves and develop a cultural awareness. They are a powerful means of communication among individuals, generations, and cultures.

CMS' Fine Arts program offers students the possibility of exploring instrumental and vocal music, visual art, and theatre. Each academic year, the Fine Arts Department offers a variety of performances and exhibitions on and off campus, allowing students to affect others by their own artistic discoveries. CMS artists are also afforded the opportunity to be exposed to The Arts on a community, regional, and global level through our Artist In Residence programs, as well as trips both on and off the island to various exhibitions and inter-collegiate festivals. CMS has high standards in regards to sportsmanship and conduct. We expect our student-athletes and coaches to uphold these standards at all





times. Aside from the incorporation of Physical Education in our academic programming, our program includes an Elementary School after-school athletics program, a Middle School athletics and intramural program and a High School varsity and junior varsity programs. Currently, La Fundación Real Madrid (ARMID) provides an after-school soccer program at CMS, which has been extremely popular. Our Sharks have had considerable success over the years, winning Copa Coca Cola, CAISSA (Caribbean Area International School Sports Association) international championships and local sports tournaments in nearly every sport. Our CMS athletes have also received recognition for their efforts by being selected to various all-tournament teams and winning numerous sportsmanship awards. Our success is a direct result of the excellent participation, support and enthusiasm of the CMS student-athletes, their parents, coaches, the PTO and the broader community.

CMS is also proud of its many other extra-curricular activities and clubs, such as an award winning robotics program, STEAM clubs, Model United Nations program, Th(ink) Stain literary magazine, and student government. Recognizing the importance of supporting the community in which we find ourselves and fostering our students' civic and social responsibility, CMS has a very active community service program, with over 25 student founded and led community service clubs.

Position Overview

Candidates with a proven track record in leading schools as Head of School, Deputy Head or Principals and who are committed to the education of young people are invited to apply. Candidates should be dynamic, self-confident and approachable, with excellent communication, leadership and inter-personal skills.

In order to help CMS reach its potential, the successful candidate must be:

- A visionary and inspirational leader
- A confident, collaborative, proactive decision-maker
- Committed to incorporate Information Technology based solutions into every facet of education, from computers to social media to web-based research
- An outstanding communicator
- A skilled recruiter, able to attract, develop, and retain outstanding educators
- Successful in development efforts such as fundraising, with outreach to alumni
- Committed and able to ensure the continued implementation and success of all programs
- Skilled in interpersonal relations with staff, parents and students
- Experienced with accreditation processes
- A pedagogical leader who is able to understand, share, and emphasize research-based best educational practices
- Experienced with certification processes in extracurricular activities such as those offered by CMS

Academic and Professional Qualifications:

- An advanced Educational Degree, with a credential in Administration
- Previous experience (at least four years) and proven success in an executive or administrative role, if not as a Head of School, at least as a Principal or Deputy Head of School
- Overseas experience, preferably in a developing country
- Strong financial, organizational, human resource, marketing and management skills



- Proven experience and expertise
- Strong leadership in pedagogical approaches
- Proven understanding of governance
- Educational or professional experience in a culturally diverse environment
- Experience in technology based educational solutions
- Ability to speak Spanish at a conversational level is desirable.

SALARY & BENEFITS

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

Application Instructions

Effective date: August 2018

Application Deadline: November 6, 2017

ISS Vice President for Administrative Searches, Dr. Beth Pfannl, will serve as the lead consultant for the Carol Morgan School Head of School search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The deadline for applications is Monday, November 6, 2017 however, CMS reserves the right to conclude the search at any point in the process when a successful candidate is identified.

Semifinalist candidates will be identified by ISS and their dossiers will be forwarded to the school. All candidates for this position must have a current ISS profile to ensure that credentials are provided in a uniform and consistent manner. **There is no fee associated with this application.**

Steps to apply: Follow the instructions below to create your quick ISS administrative profile

Current ISS candidates:

- 1) Draft a formal letter of interest (cover letter) specific to this position no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position
- 2) Attach your updated CV
- 3) Save your letter and CV in **PDF format**
- 4) Submit via email to Dr. Beth Pfannl (bpfannl@iss.edu) and copy Ashley Wotowey (awotowey@iss.edu). ***Please **only** submit the required letter, all supplementary materials should be uploaded to your online documents portfolio via your ISS dashboard
- 5) Upon receipt of your letter, you will be recorded as a candidate and your ISS file will be sent to Dr. Pfannl

New & Returning ISS candidates:

- 1) Complete the steps above to submit your formal letter of interest and CV
- 2) Await application instructions via email

ALL Candidates:

This search requires that (at minimum) the following materials be uploaded to your ISS online portfolio: Educational Philosophy/Leadership Style and Current CV/Resume (under 2 pages).

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

