



# INTERNATIONAL SCHOOLS SERVICES

Making a world of difference

## **Administrative Search Announcement**

**EARLY CHILDHOOD PRINCIPAL**  
**CAYMAN INTERNATIONAL SCHOOL**  
*Grand Cayman, Cayman Islands*

Effective: August 1, 2018

Application Deadline: December 14, 2017

# CAYMAN INTERNATIONAL SCHOOL

## **EARLY CHILDHOOD PRINCIPAL**

Nursery - Pre-K4

## **APPLICATION DEADLINE**

December 14, 2017

## **EFFECTIVE DATE OF APPOINTMENT**

August 1, 2018



## Early Childhood Overview

The Early Childhood Program at CIS encompasses children from Nursery (2 years old) through Pre- Kindergarten (4 years old). There are 7 Early Childhood classrooms, with a teacher and assistant in each classroom.

At Cayman International School we are committed to the whole child by providing learning activities that are developmentally appropriate in a stimulating, challenging and creative environment. Our approaches are implemented with attention to the different needs, interests, and developmental levels of the children, and our program provides for all areas of development— physical, emotional, social, and cognitive, through an integrated approach. Learning does not occur in narrowly defined subject areas; development and learning are integrated. Learning is an interactive and experiential process as well. Children learn through active exploration and interaction with adults, other children, and materials. Learning activities and materials are concrete, authentic, and relevant to the children's lives.

The Early Childhood approach to teaching and learning is focused on the High Scope philosophy. The High Scope approach is a set of teaching practices for educators and content for children's learning in all areas of development. There is also an assessment system to measure program quality and evaluate what children learn, and a training model to prepare teachers to implement the High Scope Curriculum. In addition to the High Scope program, CIS offers Spanish, swimming, Perceptual Motor and Music & Movement opportunities for children in the Early Childhood program.



# School History and Governance

CIS is an independent, college preparatory, nonsectarian, co-educational school for students from two years old through Grade 12. It was established to provide an American/International educational program for the dependents of the multi-national professionals living in Cayman.

Cayman International School began as Faulkner Academy in October 1994. The school was purchased by ISS (Cayman), Ltd., in 2002; the name of the school was changed to Cayman International School (CIS) in 2003. The school is owned and governed by International Schools Services (ISS) of Princeton, NJ. The Board of Directors hires a Director to oversee the day-to-day operations of the school, create, approve and maintain policy, and to see that the school carries out its stated mission and objectives.

## School Mission

Our students achieve academic and personal excellence and prepare for higher education within an international environment that inspires learning, character and service.

## School Vision

CIS will be globally recognized as a school of excellence. Our alumni will positively shape the social, economic and environmental well-being of future generations.

## Accreditation & Partnerships

Middle States Association of Colleges and Schools (MSA), an American accrediting agency, accredits CIS through Grade 12. CIS is an IB World School, authorized to present the Diploma Programme of the International Baccalaureate Organization (IBO). CIS is registered with the Cayman Islands Ministry of Education, who approves the licenses for schools on the island. CIS works with the Cayman Islands Education Standards and Assessment Unit (ESAU), the Cayman Islands Early Childhood Unit, MSA and the IBO to maintain high quality, challenging programs for its students.

CIS is a full member of the Association of American Schools in South America (AASSA), is a member of the Common Ground Collaborative (CGC), and is also a member of the Round Square organization.





# Facilities

Cayman International School has plans to expand, and designs are being developed for a separate purpose-built Early Childhood site (potentially opening in Fall of 2019) and a separate High School site (potentially opening in 2020). The new Early Childhood campus will include three Nursery, four PK3 and four PK4 classrooms, a Learning Support classroom, an Early Childhood Library, multiple spaces for large group experiences, and extraordinary play spaces. Site designs are being developed based on the school's approaches to learning and early childhood philosophy.

The current school site features a recently constructed 61,000+ sq. ft. facility, on centrally located beautiful, 13 acres, well-maintained grounds. Age appropriate playground, eating, and performing areas are available throughout the day. The facility consists of a library, 2 computer labs, 2 science labs, 2 music rooms, 2 art rooms, 2 student support rooms, 42 classrooms, amphitheater, and an administration building. In addition, the school has a full sized, artificial turf soccer pitch; swimming pool; 2 tennis courts; and 2 basketball courts.

There is a multi-purpose facility, which includes a cafeteria, a gymnasium, and auditorium. The school buildings won an architectural award and the expanding campus is a highly rated educational facility.



# Faculty

As of September 2017, there are 106 teachers and support staff members, including the administrative team. The majority of staff members are from the United States, Canada and the UK. There are various additional countries represented on the staff.

# Student Body

At the beginning of September 2017, there were 627 students enrolled in the whole school (Early Childhood to Grade 12). This includes 107 students in the Early Childhood division. Students represent more than 30 nationalities and the majority of students are dual passport holders. Approximately 20% of the student body is Caymanian and many have dual citizenship.



# Position Description

**Job Responsibilities and Qualifications:** The Early Childhood Principal will be responsible for the leadership and management of all aspects of the Early Childhood program. The principal will continue to build a strong early childhood program and promote collaboration among teachers. During the first year of this position, the principal will be directly involved in preparing for the opening of a new Early Childhood campus. In addition, the Principal will be expected to be a contributing member of the CIS Administrative Team, which includes the Director, Secondary Principal, Elementary Principal, Elementary Assistant Principal and the Secondary Assistant Principal.

Required qualities include:

- Advanced degree in Education or Educational Administration with certification
- Prior and successful experience as a leader at the Early Childhood level
- Successful teaching experience at the level of the principalship
- Strong interpersonal and organizational skills
- Leadership style that values collaboration, compromise, and a clear vision
- Ability to commit for a minimum of 3 years
- Well-developed communication skills, both written and oral
- Innovator; team player; sense of humor; creative problem solver; lifelong learner
- Open-minded; approachable; dedicated; energetic
- Devoted to children and learning

Preferred qualities include:

- Teaching and/or administrative experience in American international schools
- Experience with High Scope and Positive Discipline approaches

## Salary and Benefits

Salary will be competitive. Benefits include a housing allowance, travel/relocation allowance, health insurance, pension, sick leave, and tuition remissions for school age dependents. The initial contract is for two years.



# Application Procedure

International Schools Services (ISS) will be working with CIS in the search for a new Early Childhood Principal. While the deadline for submission of complete applications is December 14, 2017, candidates are asked to submit their full application and complete all necessary application steps as early as possible, as ISS and CIS reserve the right to close the selection process at any time if an ideal candidate is found. It is anticipated that a final selection will be made by the end of January in 2018, if not sooner.

The first step of the application process is to send a formal cover letter/letter of interest, specific to this position, as well as a resume/CV to Mr. David Randall, Senior Leadership Executive for ISS and Ashley Wotowey, Administrative Search Coordinator for ISS (contact information listed below). The letter of interest should contain a clear statement of the applicant's objectives and vision if selected for the CIS Early Childhood School Principal position.

All candidates who wish to apply for the position must establish a professional file with ISS to facilitate the application process and ensure that credentials are provided in a uniform and consistent manner. Since CIS 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. Merely proceed to the ISS website ([educatorcareers.iss.edu](http://educatorcareers.iss.edu)), click on "Join" (new candidate) or "Login" (returning ISS candidate) and then use the coupon CIS2018 when prompted for payment at the end of the application form.

All supporting application materials are to be uploaded into the ISS database. Complete applications must contain:

- A formal letter of interest
- A current Resume/CV
- A list of professional references (References are to include full names, addresses, and contact information and should be comprised of direct supervisors or persons in senior positions of responsibility who can validate the applicant's performance in a leadership role)
- Copies of academic diplomas and degrees
- Teacher/administrative credentials/certifications

Applicant files, once completed, will be screened by ISS and then forwarded to CIS for further review. CIS will implement a process for creating a finalist list and then making the final selection. The new Early Childhood Principal will be appointed shortly after interviews of the finalist candidates have been completed.



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