

**International School of Panama**  
**Elementary School Assistant Principal**  
Starting July 2017



The International School of Panama (ISP) seeks a dynamic educational administrator with a deep knowledge of elementary level functions and structures, experience with curriculum leadership, a collaborative mindset, and outstanding communication skills to assist our elementary principal. The successful candidate will be committed to the growth and development of students, faculty, staff, and self, and to the establishment of the ISP elementary school as a world-class program.

**Panama**

Panama is a rugged and mountainous country located on the narrow isthmus linking North and South America. It is in the tropical region just north of the equator and has two seasons, wet and dry. Panama's population is approximately 3.4 million.

Panama City, with a population of 1.5 million, is situated on the Pacific coast and has become a hub in the Central American region; it is a multinational, modern metropolis with all the benefits and dynamism of a large population center, and is known as a safe and easy place to live and work. Excellent medical care is available as are fine dining, modern apartments, and low cost shopping. Good roads provide easy links to tourist areas. Divers and surfers have excellent opportunities to explore the waters off Panama, the beaches along the Pacific Ocean and the Caribbean. National parks offer pristine nature and wildlife, and a variety of hiking options. The Panama Canal is a signature attraction as one of the greatest engineering feats of modern times.

**ISP**

In 1982, the founders of the International School set upon a bold vision of building a leading academic institution in Panama. Shortly thereafter they purchased property in anticipation of what ISP might become. ISP is a private, independent, non-profit, day school providing an English language education and has become the school of choice for the children of multinational executives, diplomats and the international community in general. The school operates under a license granted by the Ministry of Education of Panama, is accredited by AdvancED and the Southern Association of Colleges and Schools

(SACS), and is a member of the International Baccalaureate Organization, offering the IB Diploma Program in grades 11 and 12. The school has recently undergone rapid growth, its student population increasing about 65% during the past seven years. During this period, an extensive expansion and modernization of the facilities has been undertaken which is now completed.

Today, we educate over 1200 students in pre-kindergarten through grade 12 from 50 different countries on a comprehensive campus complete with academic, athletic, and performing arts facilities. Our alumni and students continue to demonstrate strong academic achievement and pursue post-secondary education around the world.

The International School of Panama is a vibrant institution with a record of academic excellence and commitment to continuous improvement. A new ambitious strategic plan was adopted in SY2014-15 that will guide ISP through 2020. Additionally, ISP staff have access to significant professional development resources and internal leadership opportunities. In recent years, internal candidates have successfully procured several key senior leadership positions.

### **Mission**

We will educate and inspire our students to reach their full potential and contribute to the world by providing an exemplary English language education enriched by our multicultural community.

### **The Position**

The Elementary School Assistant Principal is a critical leader who works in partnership and assists the principal to build a cohesive team, supports and leads the elementary school faculty and staff, and works to ensure outstanding results are measurably achieved. The assistant principal is a dynamic, creative and open-minded professional, highly motivated and committed, with a good sense of humor and an ability to cope with the unexpected.

The Elementary Division at ISP includes 650+ students in grades PK3-5th which constitutes over 50% of the 1,250 student body at ISP. In the Elementary Division there are over 100 staff members (teachers, teaching assistants, and specialists) all of whom report to the administrative leadership team in the Elementary Division. The administrative leadership team for the Elementary Division includes the principal, assistant principal, a preschool principal, dean of students, two counselors, and an elementary school curriculum coordinator.

Specific responsibilities will include, but not be limited to:

#### ***Curriculum, Instruction, and Assessment***

- Work collaboratively with staff and administrators to facilitate improvement and refinement of curriculum, instruction and assessment.
- Regularly observe teachers and teaching assistants to provide feedback, to facilitate student learning, and foster ongoing improvement of instruction using best practices and school goals.
- Develop teachers' conceptual knowledge and skills in the specified curriculum areas.

#### ***Professional Learning***

- Meet with grade levels during appropriate planning times to help with coordination and planning of curriculum.
- Work with the administrative team to plan, implement and evaluate professional development.
- Supervise and evaluate teachers and support staff as directed by the principal.
- Be an active member on the Elementary School Leadership Team.

### **Communication**

- Communicate with grade level and specialist teams.
- Maintain and share school vision for ongoing improvement of teaching and learning.
- Gather information/data from parents, students and staff as needed.
- Assist the principal in providing parents with information regarding curriculum, instruction, divisional procedures and special events.

### **Management functions:**

- Assist the principal with maintaining, evaluating and improving operating systems and processes.
- Assist the principal with facilities and technology.
- Coordinate with the dean to supervise students and support student discipline.

### **Qualifications:**

#### Essential:

- Successful experience as a teacher in the elementary grades
- A comprehensive understanding of the developmental needs of elementary students
- Proven successful experience in a leadership role
- Excellent communication skills – both written and oral
- The ability to problem solve under pressure
- A commitment to collaboration and shared leadership
- Proven organizational and technological skills
- Qualifications in educational leadership (or current study in that field)
- Sense of humor
- Flexibility and patience
- Ability to adapt to new situations

#### Strongly Preferred:

- Qualifications/advanced study in subject specific areas
- Experience in school administration
- Experience in an international school setting

### **Salary and Benefits**

The overall compensation will be competitive and structured to attract the best talent.

### **Application Process**

Candidates should submit the following:

- Brief letter of application stating reason for interest in the position
- A current CV/ resume, not to exceed two pages
- A statement of philosophy of education and educational leadership, not to exceed one page
- Three letters of reference, including one from a current supervisor

April 16, 2017 is the deadline for applications. Candidates should note that in the event an outstanding applicant is identified early in the search process, ISP reserves the right to make an appointment before the deadline. For this reason, it is very important that interested candidates apply as soon as possible.

Applications should be sent, in a single PDF attachment.

To: Becky Jobes [bjobes@isp.edu.pa](mailto:bjobes@isp.edu.pa) and [hrdirector@isp.edu.pa](mailto:hrdirector@isp.edu.pa)