



ISS Administrative Searches is pleased to announce...

International School of Panama
Panama City, Panama

**Elementary School Curriculum
Coordinator**

**Application Deadline:
Sunday, November 26, 2017**

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International School of Panama
Elementary School Curriculum Coordinator
Starting July 2018



The International School of Panama (ISP) seeks a dynamic educational administrator with a deep knowledge of elementary curriculum, leadership skills, a collaborative mindset, and outstanding communication skills. This position will support K-5 teachers through the development and refinement of the curriculum across the school (K-5), and work with the Elementary School Administrative Team and Office of Teaching and Learning to support data driven decision-making. The successful candidate will have classroom teaching experience, experience as a coordinator, and experience with developing and implementing curriculum across the elementary school.

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 Curriculum Coordinator is a critical leader who works in partnership and assists the Elementary School Administrative Team and Office of Teaching and Learning to develop documentation that supports the implementation of the curriculum across the elementary school. The curriculum coordinator 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 Development

- Support teams with grade-level curriculum development and refinement
- Support individual teachers with unit and lesson-level curriculum development and refinement
- Ensure curriculum alignment from Pre-K-5
- Ensure all curriculum documentation is warehoused and manage individual access to documentation
- Ensure all curriculum documentation is appropriately communicated and sharing is coordinated between teams and support staff
- Ensure materials and supplies support curriculum and programming

- Manage the inventory and ordering of supplies throughout the school year

Instructional Coaching

- Provide targeted support to staff to ensure fidelity of curriculum and instruction
- Provide professional learning opportunities to the ES to ensure fidelity of curriculum and instruction
- Manage and communicate schedules and programs for professional learning
- Develop instructional coaching program based on ES school needs

ES Administration

- Serve as key member of ES administrative team
- Support ES administration in key initiatives like coordinating field trips, scheduling, coordinating external assessments, supporting parent communication, and school events
- Assumes other responsibilities as assigned

Office of Teaching and Learning

- Serve as key member and ES liaison in Office of Teaching and Learning
- Work with Office of Teaching and Learning on strategic plan implementation and developing action plans connected to academic excellence
- Regularly evaluates the alignment of written curriculum with ISP philosophy of teaching and learning
- Assumes other responsibilities as assigned

Minimum Requirements:

Education: BA required; Master's degree preferred

Experience:

A minimum of 5 - 7 years of experience in the field of education, preferably including a combination of teaching and administrative.

Skills and Competencies:

- Demonstrated leadership skills and understanding of curriculum development, a passion for learning, and a commitment to continuous improvement
- Effective communication and collaboration skills
- Ability to manage multiple projects and relationships
- Enthusiastic and visionary leader
- Effective interpersonal and professional communication skills
- Demonstrated commitment to diversity
- Ability to provide and receive constructive criticism
- Ability to be flexible with thought and work
- Demonstrated sense of humor and the ability to cope with the unexpected.

Salary and Benefits

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

ISS Administrative Searches is proud to assist International School of Panama with their search for an Elementary School Curriculum Coordinator.

Application Instructions:

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 list of at least three professional reference, including current supervisor should be included in the resume.
- A statement of philosophy of education and educational leadership, not to exceed one page

November 26th, 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.

Candidates wishing to learn more about the International School of Panama may visit www.isp.edu.pa

Applications should be sent, in a single PDF attachment

To: teach@isp.edu.pa

Subject should read: ISP ES Curriculum Coordinator

All application materials should be sent to the school as directed, not to ISS.

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