



Making a world of difference

ISS Administrative Searches is pleased to announce...

The American Embassy School
New Delhi, India

Seeks Middle School Principal

Application Deadline:
Friday, September 22, 2017

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Middle School Principal

The American Embassy School provides a balanced education defined by a joyful pursuit of excellence in academics, athletics, arts and service. We enable each student to be an inspired lifelong learner and a responsible, compassionate global citizen.

The American Embassy School of New Delhi (AES) seeks an experienced, student-centered Middle School Principal who combines people skills with a deep understanding of middle level curriculum, instruction and student learning. We seek an exemplary administrator with the proven ability to model and facilitate professional collaboration. High level communication skills are critical, including listening, speaking, presenting and writing. A strong work ethic and much personal energy are essential. Adaptability, patience and good humor are vital personal qualities, together with a genuine interest in living in India.

The position will begin on 1 July 2018. However, exceptional candidates who are available in July 2019 are also invited to apply. Interested applicants can learn more with this [AES MS Principal Packet](#). Additional information about the school can be found on [the AES web site](#).

Requirements

Master's degree in Educational Leadership, or Curriculum and Teaching, and 3–5 years of experience as a Middle School Principal or full time Assistant Principal in a US or comparable international school.

Salary and Benefits

The salary will be highly competitive and will be commensurate with the qualifications and experience of the successful candidate. The package includes: generous tax-paid salary, attractive, furnished housing with utilities, matching retirement plan, worldwide health insurance, annual travel allowance, shipping allowance, tuition for dependent children, and ample professional development opportunities.

Application Process

Candidates are requested to apply online at the AES website and to send a cover letter, educational philosophy, résumé and a list of at least three references with contact details in one PDF document, no later than Friday, September 22, 2017. Referees should include your current supervisor and may include one administrative colleague. Open letters of reference from supervisors or Board members are welcome and should be included in the single PDF, but they will not substitute for referee contact information.

Applicants should visit the school website and complete a brief online candidate summary information sheet, and send application materials to recruitment@aes.ac.in

Candidates are asked to submit the requested materials directly to the school as early as possible. The school reserves the right to close the selection process at any time if the right candidate is found. The review of files will begin as applications are received. Skype interviews of selected candidates will take place on a rolling basis and can be scheduled at any time after applications have been received.

Candidates selected for on-site interviews will be notified before the end of September, and should be available for a visit to New Delhi in early or mid-October.



American Embassy School
New Delhi

About AES

The American Embassy School (AES) is a not-for-profit, independent international school located in the heart of the diplomatic community of New Delhi, India. Since 1952, AES has served Pre-Kindergarten through Grade 12 students from the United States and other nations (currently more than 50). We provide an exceptional American education with an international perspective. Covering more than 12 acres, AES is more than a school. It is a true community center for the expat population in Delhi.

AES is accredited by the Middle States Association of Schools and Colleges and is authorized to offer the IB Diploma. We are also a member of the Near East/South Asia Council of International schools (NESAC). We offer a curricular program that is rooted in current educational research, is vertically aligned and articulated, and is standards-based. The academic standards we use to develop our curricular programs are American and internationally based and include the Common Core State Standards (CCSS), American Education Reaches Out (AERO), International Baccalaureate (IB) Diploma Programme and other subject-specific standards. In addition, we emphasize the rich history and culture of our host country, India.

Students and their needs as learners are at the heart of our strong educational program. We collaborate to provide our students with a challenging, yet supportive learning environment that is differentiated to meet the needs of all of our students. At the American Embassy School we strongly value the whole-child and research supporting best practices in education. The school's motto—*Enter to Learn. Leave to Serve.*—reflects the deep commitment to encouraging and supporting student-driven voluntary service.

The school currently serves approximately 1180 students in Grades PK3 to 12.

Mission

The American Embassy School provides a balanced education defined by a joyful pursuit of excellence in academics, athletics, arts and service. We enable each student to be an inspired lifelong learner and a responsible, compassionate global citizen.

Core Values

We believe that everyone:

- has intrinsic value
- needs safety, trust and respect
- is responsible for his or her choices
- learns and grows through challenge
- lives more meaningfully when pursuing his or her passions
- thrives in an environment of honesty and integrity
- is enriched by diversity
- is strengthened through service
- flourishes in a community that is caring, collaborative and nurturing
- has the power to create a more peaceful world

Commitments

We are committed to:

- nurturing the intellectual, physical, social and emotional development of each student
- fostering each student's potential to achieve and to make a difference
- helping students make transitions to, within and from AES
- developing a service ethic and practice
- protecting nature and the environment
- improving student learning through research, reflection and innovation
- practicing transparent and collaborative decision-making while maintaining effective governance

American Embassy School

Middle School Profile 2017-18



Mission: *The American Embassy School provides a balanced education defined by a joyful pursuit of excellence in academics, athletics, arts, and service. AES enables each student to be an inspired lifelong learner and a responsible, compassionate global citizen.*

School and Community

Founded in 1952, the American Embassy School is a non-profit tuition-based day school, located on a 13-acre campus within the diplomatic community in New Delhi, India. Enrollment from Pre-K through Grade 12 is approximately 1200. The Middle School serves 320 students in Grades 6 - 8. AES serves students whose parents are employed by foreign service agencies, embassies, USAID, United Nations organizations, and multinational corporations.

Accreditation

Middle States Association of Colleges and Schools

Faculty

The Middle School employs 44 faculty members, of whom 25 (57%) are US citizens. Qualifications are as follows: PhD - 1, MA - 34, BA - 9.

Student Population

In the Middle School, US citizens comprise 40% of the student body, with the remainder representing 39 other nationalities. The top six include: Korea, India, United Kingdom, Japan, Canada, and Germany. Approximately 23% of Middle School students are English as an Additional Language (EAL) learners.

Curriculum and Calendar

AES offers an academically rigorous Middle School curriculum, which follows the Common Core Standards for humanities and math and the AERO and NGSS standards for science. Students follow an 8-day rotating block schedule (four 85-minute classes per day) and all students are required to take year-long courses in humanities (which encompasses language arts and social studies and meets daily), science, math, world language (French, Spanish or Mandarin) and physical education. English language learners and academic support students receive these services during the world language block and are thus exempted from the world language requirement. The academic year is divided into two semesters beginning early-August and mid-January respectively. The maximum class size is 21 students.

Week Without Walls (WOW)

All Middle School students participate in a five-day off-campus learning experience each year. Trips take place throughout India and provide students with unique cultural, personal, interpersonal and environmental experiences.



Policy on Class Rank

Due to the relatively small class size and the academic, linguistic, and educational diversity of our transient and international student body, AES does not rank students.

Grading Scale

Student learning habits (responsible, respectful, perseverant and collaborative) are also evaluated in each class and are reported as consistently, usually, sometimes or rarely. Grades are standards-based and academic proficiency is reported as:

Meeting the Standard

Student demonstrates a thorough understanding of the concepts, skills and / or process within the standard

Approaching the Standard

Student demonstrates a developing understanding of the concepts, skills and /or process within the standard

Beginning the Standard

Student demonstrates a beginning understanding of the concepts, skills and / or process within the standard

Insufficient Evidence

Student has not yet demonstrated any understanding of concepts, skills, and / or processes within the standard

Extending the Standard

Student demonstrates an understanding of concepts, skills, and / or processes that extends beyond the standard

Passing Grade: Approaching, Meeting and Extending are considered to be passing grades. 85-90% of our students receive grades in the approaching and meeting categories. A very small percentage of our students receive grades in the extending category.

Failing Grade: Students who receive a check mark in the Insufficient Evidence category on a standard have not demonstrated enough evidence to be considered to be proficient regarding that standard.

Honors Grade: We do not offer honors courses, but we do offer opportunities for extension for students with demonstrated exceptional needs.



Activities

The co-curricular program at AES is designed to provide a well-rounded education by encouraging students to grow physically, emotionally, intellectually and socially in a wide variety of after-school and weekend activities. In addition to a robust after-school activities program, MS students have the option to try out for the following teams and events:

ASIAC (American Schools in India Activities Conference) - Music Festival, Drama Festival, Table Tennis, Badminton, Soccer, Volleyball, Tennis, Swimming, Basketball.

Other Activities - Model United Nations, MathCounts. Grade 8 may participate at the High School Junior Varsity level.



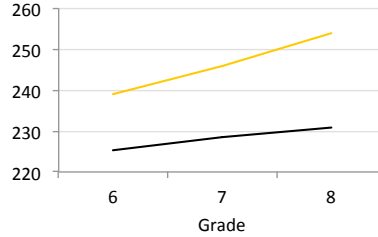
MAP Test Averages Spring 2016

(includes native and non-native English speakers)

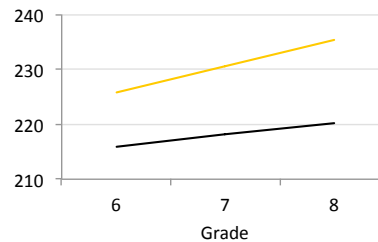
Average RIT Score by Grade

AES —
US —

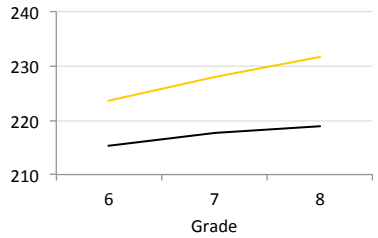
Mathematics



Reading



Language



For more information

Director

Mr. James Laney, Jr.

Principal

Ms. Karen Dunmire

Assistant Principal

Ms. Melissa Gamette

Counselors

Ms. Stephanie Hatten

Mr. Jonathan Webster

Dr. Jan Cantrill, School Psychologist

Chandragupta Marg

Chanakyapuri, New Delhi 110 021

Phone +91.11.2688.8854

Email aesindia@aes.ac.in

Website www.aes.ac.in

To see what's happening in the AES Middle School at the moment, visit the MS blog: msblogs.aes.ac.in

Transitions

Where do our Middle School students go after AES? Many AES students transfer from a variety of international schools. However, for some students this is their first international school. The AES MS Counseling Office supports parents and students in their transition to and from other schools. Below is an alphabetical list of schools where student have gone for further studies in the past two years.

Alice Smith, Kuala Lumpur, Malaysia
 American Community School, Amman, Jordan
 American International School Johannesburg, South Africa
 American School of Barcelona, Esplugues de Llobregat, Spain
 American School Bombay, Mumbai, India
 American School Dubai, UAE
 The American School in Japan, Tokyo
 American School London, UK
 Ashmount School, London, UK
 The Brearley School, NY, USA
 Buckingham, Browne and Nichols, MA, USA
 Cairo American College, Egypt
 The Cate School, CA, USA
 Colegio Franklin Delano Roosevelt, Lima, Peru
 Concord Academy, MA, USA
 Dauntsey's School, Devizes, Wiltshire, UK
 De La Salle Collegiate High School, MI, USA
 Fairfax County Public Schools, VA, USA
 Graded School, Sao Paulo, Brazil
 Greenfield Community School, Dubai, UAE
 The Harker School, CA, USA
 Hotherskolen, Haarlev, Denmark
 International School Bangkok, Thailand
 International School of Beijing, China
 International School of Brussels, Belgium
 International School of Kampala, Uganda
 International School Kenya, Nairobi
 International School Manila, Philippines
 International School Phnom Penh, Cambodia
 Jerusalem American Int'l School, Israel
 Kyoto International School, Japan
 Musashino Daiyon Jr High School, Tokyo, Japan
 The Peddie School, NJ, USA
 Pembroke Hill School, MO, USA
 Redwood High School, CA, USA
 Roelof Venema School, Amstelveen, The Netherlands
 Santa Cruz Cooperative School, Bolivia
 Singapore American School
 Springbrook High School, MD, USA
 St Stephen's, Rome, Italy
 Syre, WA, USA
 TAISM, Muscat, Oman
 Teikyo High School, Tokyo, Japan
 The British School, New Delhi
 United Nations Int'l School, Hanoi, Vietnam
 United World College of South East Asia, Singapore
 Walworth Barbour American International School, Israel
 Wise School, CA USA
 Xi'an Hanova International School, China
 Yongsan Int'l School of Seoul, South Korea

Middle School Principal

Reporting to the School Director, the Middle School Principal is a steward of the school's mission, values, and commitments. In this capacity, the principal guides and leads the entire middle school - students, faculty, staff and parents - in their journey through grades 6-8. The principal's decisions reflect a deep understanding of the intense physical, emotional and cognitive growth that occurs during this time period.

Position Responsibilities

1. **Instructional Leadership.** Guides and evaluates professional staff in development and continual review of curriculum and in instructional methodology that enhances teaching and learning by:
 - reviewing and evaluating current programs, beliefs and structures
 - providing necessary time and resources and creating structures to foster staff collaboration on curriculum development
 - working with curriculum specialists in scheduling, organizing and implementing effective programs
 - coordinating professional development opportunities with fellow administrators and with professional staff
 - making data-based and research-driven decisions for continuous improvement of programs
2. **Human Resource Leadership.** Assists the Director with the recruitment, selection and retention of staff by:
 - leading staff in upholding high standards of professional behavior and ensuring a safe and secure learning environment for children
 - building and maintaining a collegial and supportive work environment
 - ensuring that all staff receive orientation to enable them to work collaboratively and effectively
 - developing division-wide and individual goals and objectives with professional staff
 - collaborating with staff regarding their professional learning goals and instructional pedagogy
 - ensuring staff receive appropriate and effective performance feedback through classroom observations, individual meetings, and professional learning opportunities
 - monitoring the success of all staff and implementing strategies, when necessary, to support an individual's area for growth
3. **Operational and Organizational Leadership.** Manages the resources, including budgetary and human, toward supporting the successful day-to-day operations by:
 - participating in the development, review and implementation of school policies and procedures
 - clearly articulating and communicating guidelines and procedures through the divisional handbook
 - serving on Board committees as assigned
 - creating/maintaining systems and processes that support the work flow of the division
 - scheduling classes and the assignment of responsibilities each school year in collaboration with the counselors
4. **Pastoral Leadership.** Guides the admission of students and ongoing care of students throughout their time in the middle school by:
 - setting a positive tone regarding the school's core values and encouraging student commitment to the school's mission
 - working with faculty to support and guide students through a home base/advisory program
 - supporting the Admissions Director in reviewing student admissions as necessary
 - collaborating with professional staff to monitor student progress utilizing multiple data points
 - overseeing and guiding the Student Support Team, including counselors and other appropriate specialists (eg. EAL, Learning Center, Speech-Language)
 - counseling parents with the assistance of the guidance counselor about children who have academic and/or personal adjustment problems or exceptional talents

- ensuring the preparation of the division to complete a standardized testing program, and utilize test results appropriately
5. **Community Relations and Communication:** Works with students, liaises with parents and fosters communication with the community by:
- being as visible as possible and interacting with students
 - ensuring systems are in place that promote regular, clear communication of the philosophy, curriculum and expectations to all stakeholders
 - promoting appreciation of the host country and building host country connections
6. Performs other duties not specified above as assigned by the Director or as needed by the division.

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

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