



Administrative Search Announcement

Lower School Director

The American School of Madrid

Madrid, Spain

Effective Date: August 1, 2018

Application Deadline: October 15, 2017

Introduction

The American School of Madrid (ASM) is a private, independent, not-for-profit co-educational day school for children in grades pre-k (age 3) through 12 (age 17/18). ASM enjoys a very strong international reputation as a premier American school with high academic standards, a commitment to professional development, a thoughtful and innovative approach to instruction, and a warm and supportive school community. Currently, the school enrolls approximately 950 students from over 50 countries around the world. Founded in 1961, the school aims to provide students with an outstanding college-preparatory education. Today, ASM offers the U.S. high school curriculum, the International Baccalaureate as well as preparing students to meet the requirements to attend Spanish universities. The Lower School (pre-k to grade five) curriculum provides students with a strong foundation in language arts, mathematics, social studies, Spanish, and a hands-on, inquiry based- science program. Learner support teachers are teamed with grade levels to support differentiation and the accommodation of minor learning difficulties and disabilities. Additional support is provided by interns, many of whom are young, qualified teachers, in a co-teaching arrangement with classroom teachers and grade level teams. Specialists provide instruction in art, music, physical education, computer science, library science, and Spanish.



ASM is fully accredited by the Middle States Association of Schools and Colleges. The School's present accreditation by Middle States expires in 2022. ASM went through the period of preparation and self-study leading to the development of new strategic objectives during the 2014-15 school year. The school developed student learning goals in the areas of reading and math as well as a global citizenship goal that focuses on the diversity, environmental stewardship, and service learning.

Mission Statement

“The American School of Madrid, founded in 1961, is a private, non-profit, American college-preparatory educational organization offering the traditional U.S. high school diploma, the International Baccalaureate, and Spanish Ministry of Education requirements for university. The School has as its primary responsibility the recognition and development of the intellectual ability of its students. The School also recognizes its

responsibility to attend to the emotional, moral, physical, and social needs of its students. The principal objective of ASM is to provide an elementary and secondary education program in Madrid consistent with that of the best American international schools in the United States and abroad. It makes possible the acquisition of knowledge, skills, attitudes, and behavior that will prepare its students to be critical and concerned members of a changing society, aware of their responsibilities to themselves, to others, and to future generations.”

Compensation Package



The initial contract will be three years with an option to extend. The contract is renewable at the discretion of the Head of School. Salary and benefits for this post are competitive and will be commensurate with the responsibilities of this prestigious position.

Facilities and Curriculum

ASM is located in the western suburbs of Madrid. The Lower School is in a single two-story building. Early childhood classes for 3 and 4-year olds (one class of Kinder-1 and two classes of Kinder-2) are full-day programs. The Lower School building includes three classrooms of each grade in Kinder – 3 through grade 5. The Lower School facilities include a full gymnasium, a newly constructed science lab, a Learning Commons, and art and music rooms.



The Middle School (Grades 6-8) and Upper School (Grades 9-12) occupy three connected building. The facilities for Upper and Middle School students include a state of the art Learning Commons, newly constructed science center and gymnasium, as well as a beautiful center for the arts.

The Elementary School offers a variety of intramural sports, clubs and co-curricular activities that complement classroom learning and help develop skills and interests outside of their classrooms. The Lower School Learner Profile is at the heart of the elementary school community. The Learner Profile was developed to give Lower School students, staff and parents a common language and is based on the IB Learner Profile.

- World Citizen
- Thinker
- Inquirer
- Communicator
- Collaborator
- Resourceful
- Persevering
- Principled



ASM has a highly experienced faculty, three quarters of whom hold advanced degrees. Through the Learner Support Team, there is support for enrichment as well as support for students with mild learning differences and students who are in the process of mastering the English language.

ASM is currently in the process of developing a new Master Plan for facilities. The school has engaged Flansburg Architects to work with the community to develop a long-range plan to support learning for and in the future. As part of this process the school began a series of World Café style conversations about important learning and the contexts and resources that make that learning possible. With the Board of Trustees, the ASM Leadership Team expects to create a set of beliefs about learning to use as a strategic guide as we develop the programs and choose resources to create the a unique, connected, and integrated learning environment.

Position Overview

The Lower School Director has overall responsibility for the planning and day-to-day administration of the educational and co-curricular program in the Lower School. The Lower School Director reports to the Head of School and is a key member of the ASM Educational Leadership Team. In collaboration with the Lower School Leadership Team s/he will provide leadership to ensure an excellent, well-managed educational program. S/he will achieve this through routine management of the school in accordance with the policies and directions set by the Board of Trustees and Head of School. Primary responsibilities include: long term and short range curricular assessment and planning, teacher supervision and evaluation, student care and discipline, communication with the school community and budgeting and facilities management.



Professional Qualifications and Qualities Sought

The ideal Lower School Director will be strong at building trust, with a focus on effective teaching and learning practice in a way that feels supportive and caring while not sacrificing a realistic and knowledgeable perspective. S/he is a strong team player, who can collaborate with teacher teams and with the school's leadership team. S/he will bring skills, experience, and a fresh perspective to the different groups, someone who has and can model the practices and structures invested in the LS; workshop model, balanced literacy framework, inquiry, Understanding by Design.

Qualities and attributes of the successful candidate include:

- An advanced degree in education,
- Excellent proven leadership and administration skills gained in an educational environment,
- Outstanding ability to develop and implement a clear vision for the continuous improvement of the Lower School Program, motivating, inspiring and challenging students, faculty, staff and the parent community,
- Cross cultural openness and understanding,
- An ability to set high standards of academic excellence and establish a constructive and dynamic work ethic among faculty, and
 - Previous teaching experience at the Elementary School level; recognized as a master teacher
 - Experience and knowledge of recent research in education particularly in instructional leadership in the core curriculum: language arts, literacy, mathematics, science, and social studies.
 - Strong team-building skills with exceptional interpersonal and communication skills that will enhance the collaboration and partnership between faculty, staff, parents and the wider ASM community
 - Experience in effectively integrating service learning and global citizenship initiatives into elementary curriculum.

Application Instructions

Effective date: August 2018

Application Deadline: October 15, 2017

ISS Vice President for Administrative Searches, Dr. Beth Pfannl, will serve as the lead consultant for The American School of Madrid Lower School Director search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is October 15, 2017, however, the Head of School 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 ASM reserve the right to close the selection process at any time if an ideal candidate is found.***

