

Carol Morgan School

Santo Domingo, Dominican Republic



Deputy Head of Curriculum, Instruction,
and Assessment

Deadline: Friday, November 30, 2018

Mission, Vision, & Philosophy

MISSION

The Carol Morgan School is a private, secular, non-profit, college-preparatory school that instills a passion for learning, builds character and inspires civic and social responsibility. Incorporating a rigorous, U.S. curriculum and advanced technology, CMS empowers students to become leaders of a multicultural, global society. The Carol Morgan School will maintain its lead as a world-class international school.

VISION

Founded on Integrity, Focused on Learning.

PHILOSOPHY

Committed to excellence in all that we do and continuous improvement, the Carol Morgan School provides an outstanding standards-based academic program within the framework of the best research-based educational practices. The varied international student body receives an immersion English language program.

The philosophy and objectives of the school support a U.S. curriculum enhanced by the rich culture of the Dominican Republic. CMS welcomes families from all countries knowing that this association of students of different backgrounds and religions will help them develop a clear understanding of the global world in which they live.

CMS programs stress the worth and dignity of all students and provide them the opportunities to progress intellectually, emotionally, socially, and physically to their greatest potential.



Profile of the CMS Graduate (Essential 11)

We believe in a safe, supportive learning community in which challenges are met with respect, compassion and enthusiasm to foster achievement of potential and expand personal and collective excellence. CMS students acquire an academic foundation of required skills, knowledge and achievement that leads them to:

- Be lifelong learners with global perspectives
- Possess bilingual skills within the English and Spanish languages
- Be aware and reflective of their varied intellectual strengths, demonstrating confidence, motivation, and self-discipline
- Be inquisitive, demonstrating critical and analytical thinking
- Demonstrate multicultural sensitivity and respect for differences
- Be “fit for life” demonstrating physical, emotional, and social well-being
- Demonstrate respect for our natural world and conservation of our global resources
- Be innovative producers and informed consumers
- Adapt to emerging technologies, ethically applying them to new and future settings
- Demonstrate responsibility and sound judgment, making informed choices for personal balance and community improvement
- Listen, lead, and work collaboratively to solve problems locally and globally



The School

HISTORY

In the autumn of 1933, Mrs. Carol Morgan and her missionary husband Barney Morgan were confronted with the task of providing an English Language/American curriculum education for their children in Santo Domingo. Since this need could not be met in the Dominican Republic at that time, Carol Morgan was determined to start her own school. From the inception of the school, the guiding principle was to bring children together for companionship, competition, and a systematic education. Her school was first called “The Little School” or the “Santo Domingo Calvert School” (from the Calvert Curriculum system) and was originally housed in an abandoned Episcopal Chapel with Mrs. Morgan and two other women comprising the entire teaching staff.

The school began with only five students and one room, as well as donated blackboards and supplies from the International Hospital and the Evangelical church, with each student being responsible for his or her own desk and chair. In 1949, Carol Morgan returned with her family to the United States. That same year, in appreciation of her tireless efforts on the school's behalf, the name of the school was officially changed to "Carol Morgan School" (CMS). Carol Morgan passed away in 1993.

The growth of CMS during the ensuing years required expanded space with the school moving multiple times. However, in 1964, Carol Morgan School was fortunate to have the present site donated to our school. In addition to the land, the school received donated construction materials such as bricks and cement from the U.S. Embassy through the American Ambassador. Since those initial days of the CMS current school site, significant new construction, renovations, enhancements, and improvements have included:



- Construction of new buildings for Elementary, Middle, and High School
- Construction and expansion of learning spaces for the library, technology center with labs, and Optimal Learning Center
- MS and HS Science, STEM, and Robotics labs
- Purpose built learning spaces for Fine Arts, including music, drama, and art, and a multipurpose theater space
- Construction of the Shark Center (double gymnasium with PE and health classrooms as well as a dance space, a weight center, and PE dressing rooms), a covered court, and fields (natural and artificial turf)
- Support spaces and equipment for the administration, cafeteria, maintenance building, parking lots, public announcement system, security enhancements, warehouse, and welcome center
- Development of outdoor learning spaces

The school's facilities play an essential role in all aspects of learning for our students. Therefore, when considering learning experiences and opportunities, CMS ensures that the facilities are an integral part of our discussion and decision making.



CAMPUS & FACILITIES

The Carol Morgan School campus is located on a 15-acre (66,000 m²) site in Mirador Sur, a residential sector of Santo Domingo. The site is bounded on the north by Avenida Sarasota and on the east by Avenida Núñez de Cáceres. The campus is bordered by residential neighborhoods on the south and west.

The campus has 90 classrooms, 13 multi-purpose learning spaces, 3 Makerspaces, 7 technology labs, 5 art spaces, and 9 music rooms spread out in 9 buildings. The field is comprised of a size 11 professional soccer turf field, and a 9,000 m² multisport grass field along with play areas for children of all ages.

In addition to the athletic fields, the Shark Center is a multipurpose facility with 1,400 square meters of professional FIBA certified hardwood floors, double court system for simultaneous games with retractable basketball backstops and electronic scoreboard systems. The court can seat 1,800 attendees for performances in the 350 square meter stage area, equipped with professional LED theater lighting and sound systems.

There are two parking lots with over 200 parking spaces for parents, students and visitors. The school also has 3 emergency generators, a water treatment system, fire alarm with wireless smoke detectors in every room and a PA system to communicate with the entire campus.

SCHOOL GOVERNANCE

The CMS Board of Directors is elected by the CMS Parent Community, which is comprised of the parents and guardians of pupils in the school. In accordance with the CMS philosophy and mission, the CMS Board of Directors sets the policies which govern the school. It consists of 8 voting members and 4 ex-officio members.

Board members are also responsible for chairing various committees, which serve to enhance the educational, technical, financial and overall well-being of the school through the guidance and support of school Administrators and personnel.

ACCREDITATION

For approximately 45 years, CMS received its accreditation from the Southern Association of Colleges and Schools™ (SACSTM). In 2013, CMS changed accrediting organizations to Middle States Association (MSA). Both of these associations are non-governmental, internationally recognized organizations whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

RESOURCES & TECHNOLOGY

The Carol Morgan School of Santo Domingo strives to provide for its community of lifelong learners the most advanced and effective level of academic technology possible. With a dedicated full time staff made up of directors, technicians, technology teachers and technology facilitators, we are continuously working towards this goal. CMS has a robust campus-wide wired and wireless network.



Three state-of-the art Innovation Labs are available to our staff and students. Each lab has a specific focus catering to the needs and wants of many age groups. The Design Technology lab is equipped with 3D printers, robotics equipment, and other Maker materials. This lab as well as the Creative Innovation Lab has a dedicated technician who helps students and staff design and create innovative projects. The technician also helps coach Team DRIFT, our award-winning robotics team. Our staff members are encouraged, supported, and trained in an intelligent and systematic way, focused on professional growth and educational relevance.

CMS believes in the following guiding principles:

- Technology should be seamlessly integrated into the daily lives of our students, educators, and staff members.
- Students, teachers and staff should have access to technology anytime and anywhere.
- Technology should facilitate educational opportunities beyond our classroom walls.
- All students, teachers, and staff should have equitable access to technology.
- Technology expectations for staff should be supported by ongoing staff development and technical support that is readily available and reliable.
- Technology serves as a vehicle for lifelong learning.
- Technology resources should be consistent and dependable.

Position Overview

Carol Morgan School is seeking a new Deputy Head for Curriculum, Instruction and Assessment who values relationships as the foundation of our work as educators, who is committed to student learning as our core, who understands and embraces that learning occurs in multiple and diverse environments, and who engages in collaborative leadership as a part of a school-wide leadership team. The current CMS Academic Leadership Team is comprised of the Head of School, the Deputy Head for Curriculum, Instruction and Assessment, the Elementary Principal and Assistant Principal, the Middle School Principal and Assistant Principal, and the High School Principal and Assistant Principal.

It is essential for this leader to embrace the CMS Mission, Vision, Philosophy, and Profile of the Graduate as noted below.

Scope of Responsibilities:

- Responsible for supervision and evaluation of coordinators / directors of school wide programs within the realm of curriculum and instruction
- Responsible for curriculum framework development which is defined as a coherent plan for instruction and learning
- Responsible for overseeing the implementation of curricula into instructional settings, PK-12
- Serves as a leadership team member
- Sets the stage for effective curriculum management by monitoring and facilitating the Curriculum Review Cycle
- Plans meaningful professional learning opportunities in conjunction Leadership Team
- Chairs the Accreditation Committee in support of ongoing requirements
- Chairs and participates as an active member of the Board Strategic Learning Committee
- Facilitates teacher led learning teams, such as research & design teams as well as departments in curriculum related work
- Responsible for ongoing communication regarding curriculum, instruction and assessment
- Perform any other duties or responsibilities assigned by the Head of School

Requirements for the Deputy Head of Curriculum, Instruction, and Assessment Candidate:

- An advanced Educational Degree, preferably with a current credential in curriculum development
- Previous experience and proven success in an executive or senior leadership role, preferably in curriculum development
- Overseas experience, preferably in a developing country
- Strong organizational, communication and management skills
- Strong background in K-12 pedagogical approaches

- Experience in technology based educational solutions
- Strong background in student learning services
- Ability to speak Spanish at a conversational level is desirable.

Compensation Package

CMS offers a highly competitive compensation package for this position in our region including the benefits noted below:

- Partially furnished housing and utilities stipend
- Relocation and excess baggage
- Vehicle with related expenses covered
- Visa acquisition and renewal assistance and expense reimbursement
- Round trip annual air transportation for Principal and eligible dependents
- Matching retirement plan through Raymond James
- CMS paid local income taxes (excludes local social security tax)
- 100% tuition waiver for eligible dependents
- Club family membership
- Insurance: International health, local dental, and life insurance
- Professional learning funded by CMS annually
- Leave: sick, bereavement, personal, maternity/paternity, and recruitment

Timeline

The deadline to apply for this position is Friday, November 30, 2018. The review of candidates will begin upon receipt of application packages. In the event an outstanding candidate is identified in the search process before the closing date, CMS reserves the right to proceed with interviews, on campus visits, and making an appointment before the deadline to bring the search to a close. Therefore, interested candidates are encouraged to apply at the earliest possible time. Ideally, CMS would like to make an appointment by the December break.

Application Instructions

Effective date: August 2019

Application Deadline: Friday, November 30, 2018

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the Carol Morgan School Deputy Head of Curriculum, Instruction, and

Assessment search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is Friday, November 30, 2018. However, ISS and the Carol Morgan School Search Committee reserves the right to conclude the search at any point in the process when a successful candidate is identified.

Please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV, both in PDF format to bpfannl@iss.edu and copy awotowey@iss.edu. The letter of interest should include why you are interested in CMS and how you believe your professional experience and educational philosophy align with CMS.

You will be contacted by Ashley Wotowey regarding the next steps to follow for consideration.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and CMS reserve the right to close the selection process at any time if an ideal candidate is found.

