



INTERNATIONAL  
SCHOOLS SERVICES

Making a world of difference

## **Administrative Search Announcement**

**Director**

**Georgetown International Academy**

Georgetown, Guyana

**Deadline: March 26, 2018**

## Overview & History of School



The Georgetown International Academy (GIA) is known locally as “the American school” of Guyana. The school provides an American international curriculum that facilitates an easy transition for students to and from other American, Canadian, and international schools and universities. Founded in 1971 by members of the US Embassy community in Georgetown, GIA has long been the school of choice for various

diplomatic posts in Guyana including the Canadian, British, and Indian High Commissions. The school also serves the expanded diplomatic community in Georgetown, including the European Union, Chinese Embassy, and various NGOs. GIA also meets the needs of the children of Guyanese and ex-pat business people and others who desire a fully accredited American international education.

GIA’s student body and faculty comprise a richly diverse cultural, religious, and ethnic mosaic in which all individuals are respected and valued. GIA’s students learn and thrive within a community that appreciates and fosters intellectual vitality, global citizenship, and 21st Century Learning. In 1998, GIA achieved full accreditation from SACS-CASI AdvancED and in 2011, won their prestigious James Stiltner Award for Excellence in Education. GIA’s next re-accreditation visit will occur in April, 2019.

GIA has 155 students in Nursery through Grade 12 from nineteen different countries. The faculty consists of 20 full-time and two part-time teachers, a principal, and six teaching assistants. The 22 teachers consist of 12 host-country nationals, 7 Americans, and 3 third-country nationals. The school uses every means possible to expose students to the traditions and richness



of the culture and environment of Guyana and of the cultures represented by our students and teachers. This includes observances and celebrations of various holidays and other special events from a variety of cultures and world religions. These observances are inclusive in nature

and intended to be independent of any particular religious or cultural bias. Most holidays and events commemorated on our official school calendar provide specific opportunities to reinforce certain universal and positive values (such as those enshrined in the U.N. Charter).

GIA's campus is approximately three miles from the center of Guyana's capital city in a comfortable residential area. The campus is situated on four adjoining properties and includes two buildings. The main building houses the administrative offices, elementary school, middle school, and assembly area. The second building houses the high school, library, and science lab. The Physical Education and Music classrooms are located in a small, separate, two-story building near the entrance to the campus. GIA's campus includes two play areas and is protected by security fences and round-the-clock guard service.

## Vision & Mission

### Vision

GIA is a 21st century learning community for global citizenship committed to world class excellence and empowering well-rounded individuals educated for success in life.

### Mission

To provide opportunities and challenges for each student to succeed as a lifelong learner and responsible citizen in changing world by:

- Promoting the highest possible standards of education within a collaborative learning community
- Promoting the skills, knowledge, and attitudes necessary for lifelong development of a well-rounded individual
- Preparing students to adapt and adjust to the complexities and challenges of the increasingly interdependent and constantly changing world of the 21st Century
- Fostering awareness of rights, duties, and responsibilities of global citizenship with a focus on respect for other cultures and nationalities



## Governance



The GIA school community is led by a head of school and a democratically elected school board comprising seven parents and two non-voting members. The non-voting members are a teacher's representative and a representative of the US ambassador. The head of school also serves as a non-voting member of the board. The GIA Association consists of all parents or guardians of GIA students. The school board

meets monthly and produces annual reports on activities and the financial standing of the GIA association. GIA's association is governed by "Articles of Understanding," copies of which are available to association members upon request. The function of the Board is the overall control and direction of the business affairs of the Association and school. All parents or guardians of students at the school are eligible to stand for election to the Board, provided they are not GIA employees or spouses of GIA employees.

## Philosophies

GIA's community members take pride in our high standards and expectations for students and faculty members. GIA's learning community is also committed to cultivating an appreciation of diversity that extends beyond simple tolerance.

We appreciate and promote collaboration, academic achievement, social responsibility, critical thinking and ongoing learning beyond the classroom, integrity, and respect for others, self, and the environment. The principle of mutual respect underpins all that we do at GIA. We believe that:



- Students have the right to learn.
- Teachers have the right to teach.
- Students and teachers have the duty to help and support one another.
- Everyone has the right to be respected and treated fairly.
- The physical and intellectual property of others must be respected.



Our Nursery through Grade 12 curriculum educates the whole child via a balanced, student-centered program that is grounded in academics, fine arts, global citizenship, and health and wellness education. We recognize that learning and education are journeys rather than destinations, and each person's journey will be individual and unique.

GIA's positive discipline philosophy is grounded in the five Tribes™ community agreements of demonstrating mutual respect, listening attentively, showing appreciation, participating actively, and giving one's personal best. Rather than rewards and punishments, we guide students toward accountable and responsible decision-making that promotes robust self-esteem and ethical citizenship.

## School Affiliations

GIA has a Parent Teacher Organization (PTO) that provides significant support to our educational program. The PTO's mission is to serve as a powerful voice for children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child. We encourage every parent to become actively involved in the PTO.

GIA's Student Council consists of elected representatives of the student community, led by four student office holders. The Student Council provides students with the opportunity to be involved in the democratic process by initiating, promoting, and implementing programs for student and school development.



In June 2014, GIA became a member of the Kiwanis Key Club program which is a world-wide community service organization. Students of Grades 9-12 are encouraged to join the Key Club and actively participate in its initiatives.

GIA is an official American Overseas School (A/OS) and thereby receives aid grants and similar benefits from the US Department of State in Washington D.C. Please refer to <http://www.state.gov/m/a/os/58563.htm> for more information. Throughout its existence, GIA has enjoyed a special relationship with the US embassy in Guyana, and the support of the United States Ambassador. GIA also enjoys the unofficial support of other embassies and high commissions including the Indian High Commission, Canadian High Commission, and European Union.



GIA is also a member of the Association of American Schools in South America (AASSA), a group whose mission is to provide and promote programs and services to member schools to enhance the quality of American International Education, as well as the Association for the Advancement of International Education (AAIE).

## Curriculum & Assessment

GIA provides a Nursery through Grade 12 curriculum that is compatible with those of US-based schools. The learning standards are derived from Common Core and Next Generation Science. The school provides a rigorous PK-12 curriculum to enrich and reflect the needs and diversity of the school's international student body. GIA's faculty members participate in professional development workshops one to four times per year. The favorable student/teacher ratio is conducive to differentiated instruction, flexibility, and the accommodation of mild special needs.

The curriculum is reviewed, implemented, revised, refined, and evaluated on a 5-year cycle to



make sure that all subject areas are up to date, meet US and international standards, support 21st Century Learning, and are developmentally appropriate for age and grade level expectations. The curriculum is supported by teaching methodologies that create a student-centered learning environment that uses inquiry-based investigations, discussions, projects,

demonstrations, modeling, role-play, group work, and interdisciplinary units and assignments. The school also offers several AP courses for students who qualify.

In addition to the core curriculum, GIA's academic program is augmented by music, art, French, Spanish, and physical education. Also, GIA's curriculum is designed to take advantage of the unique educational opportunities provided by the school's location in Guyana. University counseling is provided for 11th and 12th grade students. GIA also provides extra-curricular activities that are open to the student body.

## Position Overview

The Head of School is responsible for the overall operation of the school including staff and program development, student and special services, staff and community relations, oversight of operations and the business office, the physical plant, child safeguarding, and security. Candidates must possess integrity as well as excellent leadership, communication, and interpersonal skills.



The ideal candidate will be culturally competent, approachable, and resilient. S/he will possess a strong work ethic and commitment to best educational practices as well as to humanitarian causes. Ideally, s/he will have previous experience in school facilities expansion.

Required qualifications:

- Master's and/or doctoral degree in educational leadership, school administration, or similar field
- Previous successful experience in school administration
- Previous experience with school accreditation
- Ten or more years' experience as a classroom teacher, curriculum specialist, or similar

## Application Instructions

**Effective Date:** August 2019

**Deadline:** March 26, 2018

ISS Vice President for Administrative Searches, Dr. Beth Pfannl, will serve as the lead consultant for the Georgetown International Academy Director search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is March 26, 2018 however, ISS 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 Search Committee. 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) Write a formal letter of interest 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 and save in PDF format
- 3) Submit via email to Dr. Beth Pfannl ([bpfannl@iss.edu](mailto:bpfannl@iss.edu)) and copy Ashley Wotowey ([awotowey@iss.edu](mailto:awotowey@iss.edu)).
- 4) Upon receipt of your letter, you will be recorded as a candidate and your ISS file will be sent to Dr. Pfannl and the ISS Search Team

### 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 GIA reserve the right to close the selection process at any time if an ideal candidate is found.***