



INTERNATIONAL  
SCHOOLS SERVICES

Making a world of difference

Superintendent  
**Pan American School of Bahia**  
*Bahia, Brazil*

Deadline: Friday, October 19, 2018



## Overview

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Founded in 1960, PASB is cooperatively owned by parents and operates as a non-profit, non-denominational, college preparatory institution for its nearly 850 American, Brazilian, and international students. The school balances a blend of American and Brazilian traditions and educational models. Teachers emphasize the development of English language skills—all classroom instruction occurs in English—while also strengthening each student’s mastery of Portuguese and knowledge of Brazilian history

and culture. Faculty members dedicate themselves to helping children uncover their very best, and each student is treated as an individual with a unique way of learning.

## Mission and Vision

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### MISSION STATEMENT

The Pan American School of Bahia prepares students to face challenges as confident, principled global citizens. Our outstanding American and Brazilian programs, offered in a safe, nurturing environment, empower students to reach their fullest potential.

### VISION STATEMENT

Upon realizing our Mission, PASB students will truly love learning and be driven to fulfill their individual potential. They will embody the School’s Core Values and excel academically, athletically and artistically as they grow toward fulfilling their goals. They will be admitted to higher education institutions of their choice, recognizing their responsibility as global citizens.

The School will be recognized as one of the premier educational institutions in Brazil. The PASB community will constantly evaluate its performance, focusing on continuous development toward an ever-evolving conception of excellence.



## Beliefs and Core Values

### BELIEFS

As an International School Community...

**We believe** that each student is a valued individual with unique intellectual, social, creative, emotional and physical qualities.

**We believe** that students learn best in a nurturing multi-cultural community where achievements are recognized.

**We believe** that students become life-long learners when they take charge of their own education and communicate effectively.

**We believe** that highly qualified teachers and administrators who continuously develop and demonstrate their expertise are the foundation on which quality educational programs are built.

**We believe** that a curriculum should challenge and inspire, creating authentic learning experiences that require students to synthesize new constructs and realities.

**We believe** that an actively involved school community positively impacts learning.

**We believe** that everyone has the right to a physically and emotionally safe environment.

**We believe** that learning environments should empower students to be principled risk-takers.



### CORE VALUES

The spirit of community is greatly strengthened by shared values and common goals. Joining our school community means accepting and supporting the following ethical principles:

**Kindness** – Acting in a compassionate and caring manner; practicing courtesy and forgiveness while valuing diversity.

**Integrity** – Being consistently honest, principled and trustworthy.

**Respect** – Valuing diversity and the rights and opinions of others while treating them and one's environment with dignity

**Leadership** – Embracing challenges with flexibility and creativity, persevering to positively influence change.

**Responsible Stewardship** – Being accountable to self, community, and the environment, managing resources effectively to build a sustainable future.

**Collaboration** – Working together constructively to achieve a common mission, objective or goal.

## History

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The Pan American School of Bahia (PASB) was established by American families, residents of Salvador, who wished to provide their children with an education similar to that available in the United States. The School's objective was to offer an American and Brazilian curriculum to American, Brazilian and third national children, regardless of race or creed.

The school was inaugurated on Monday, August 6, 1960 at 10:00 a.m. in the presence of the then Governor of the State of Bahia, General Juracy Magalhaes, who presided over the ceremony, and Mr. James Flanagan, American Consul in Salvador. The school occupied the Pimenta da Cunha mansion located at 12 Campo Grande, no longer in existence. The first student body was composed of sixty pupils, ninety percent of whom were Americans. The first graduating class included one student!

Throughout its 60 plus years of existence, PASB has aimed to offer a quality educational opportunity for the Brazilian, American, and international communities of Salvador. The school community reflects an ever-expanding profile with families of differing cultural, ethnic and socioeconomic backgrounds. As the only international school in the city of Salvador, the school plays an important part of the lives of our community members. As such, PASB enjoys a positive relationship with the local community and with other educational organizations in the city of Salvador and the state of Bahia.

## Key Features

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### ADMINISTRATION

The Board of Trustees and Superintendent of the Pan American School of Bahia govern the operation of the school. A team of administrators perform the day-to-day administration of the school.



### FACULTY

The faculty is comprised of U.S., Brazilian and other international educators, many of whom have worked in various schools throughout the world. The faculty is pedagogically and methodologically prepared to provide a fully integrated U.S. and Brazilian curriculum. The school also maintains school counselors, learning support specialists, a library-media specialist, physical education, art and technology specialists and full-time nurses.



## STUDENT BODY

Although the student population at the Pan American School of Bahia is predominantly Brazilian, another seventeen nationalities are represented within the school. The school student population is made up of approximately 840 students PreK-2 through Year 12.

## PARENT-TEACHER ASSOCIATION (PTA)

The Parent-Teacher Association is an organization whose goal is to integrate all aspects of the PASB community. All parents are encouraged to become active members of this organization and to participate in the varied activities held during the school year.



## BOARD OF TRUSTEES/GOVERNANCE

The Board of Trustees and Superintendent of the Pan American School of Bahia govern the operation of the school. A team of administrators consisting of Deputy Superintendent, Early Childhood, Elementary and Secondary School Principals, Athletics & Activities Director, Brazilian Studies Director, HR Director, Admissions Director, Development Director and Finances Director perform the day-to-day administration of the school.

## EDUCATIONAL PROGRAM / ACCREDITATION

The Pan American School of Bahia offers an American curriculum delivered through American methodological and pedagogical practices. As an American school, we are accredited by the New England Association of School and Colleges (NEASC) and by the Council for International Schools (CIS). To serve our Brazilian student population, the curriculum incorporates the educational requirements of the Brazilian Ministry of Education, allowing students to earn both an American and Brazilian diploma. PASB is also recognized by the United States Department of Education, is a member of the Association of American Schools of Brazil (AASB), the Association of American Schools of South America (AASSA), and also the Association for the Advancement of International Education (AAIE).

In addition, PASB is an IB World School, authorized by the International Baccalaureate (IB) to offer the International Baccalaureate Diploma Programme (IBDP) - Years 11-12 as well as the International Baccalaureate (IB) Primary Years Programme (PYP) - PreK-Year 5.

PASB includes an early childhood program (PreK-2, PreK-3, PreK-4 and Kinder), an Elementary School (Year 1 – Year 5), a Middle School (Year 6 – Year 8) and a four-year High School Program (Year 9 – Year 12). At all levels, our curriculum encourages students to question, to discover, and to form and defend their own ideas. Children develop through active involvement with subject matter and according to their own pace and abilities. Our commitment is to help children discover the very best in them.

## CAMPUS

The PASB campus is a 16,000 square meter tropical garden complete with lush vegetation and colorful birds. Nineteen classrooms, three remodeled science labs, a library media center, and a makerspace/computer lab comprise the high school, while the elementary school features 18 spacious classrooms, an art center, and a makerspace/computer lab. Athletic facilities at PASB include a covered gymnasium, two soccer fields, an outdoor basketball court, a semi-Olympic swimming pool, and several playground areas. The school combines natural beauty with well-maintained facilities, creating an environment well-suited for learning. The newly inaugurated ECC campus provides two purpose-built buildings with spacious classrooms and play areas in a park-like setting across the street from the main campus for students aged two to five.



## LOCATION

Pan American School of Bahia has 2 campuses - one for the Early Childhood Center (PS 2 - Kinder) and one for the Elementary and Secondary Schools (Grades 1-12) - located in Patamares, in the city of Salvador, Bahia, Brazil.

Salvador is the third-most populous Brazilian city after Sao Paulo and Rio de Janeiro. A joyful and vibrant place, Salvador is proudly known as the country's "capital of happiness," thanks to its outdoor celebrations and street carnival—the largest carnival in the world. The city is located on All Saints Bay, the largest bay in Brazil, and the city is a major port and transportation hub. Over 50 miles of beautiful beaches line the city, and Salvador's warm tropical climate features consistent temperatures throughout the year.

Salvador was the first colonial capital of Brazil, and its rich history draws visitors to this day. The city's Historic Centre is a UNESCO World Heritage Site featuring colonial architecture and 400-year-old historic monuments. The city is divided into two sections: Upper Town and Lower Town. The Upper Town features the city's cathedral, churches, and many administrative and office buildings, while the Lower Town along the bay features neighborhoods and the port area.

Residents and visitors alike enjoy the city's many museums, shopping centers, beaches, and restaurants, and the Carnaval, which stretches from the Thursday before Mardi Gras until the following Tuesday, attracts almost four million people. The city features various football stadiums. It was a host city for both the 2014 FIFA World Cup and the 2016 Summer Olympics.



## ARTS, ATHLETICS AND EXTRACURRICULAR PROGRAMS

### Discovery Time (Early Childhood and Elementary)

The extracurricular program Discovery Time (DT) offers students opportunities for enrichment and development beyond the school curriculum. DT takes place from 2:30pm to 3:15pm, Monday through Thursday, in safe, supervised environments where children explore interests and learn new skills.



### Athletic Program (Early Childhood and Elementary)

The Early Childhood's athletic program runs Monday through Thursday during Discovery Time (from 2:30pm to 3:15pm). For Elementary students, sports are offered Monday through Thursday, from 3:30pm to 4:20pm. Among the options offered are futsal, swimming, rhythmic gymnastics, soccer and judo.

### Athletic, Co-Curricular and After-School Programs

The school's educational program is extensive and includes, among others, the following activities in the secondary division:

- Destination Imagination
- Knowledge Bowl Tournament
- Model United Nations (MUN)
- Elementary Student Council (ES STUCO)
- Middle School Student Council (MS STUCO)
- High School Student Council (HS STUCO)
- Community Service Program
- International Schools Sports League (ISSL)
- Friendship Athletic Tournament
- National Honor Society (NHS)
- National Junior Honor Society (NJHS)
- Global Issues Network
- Student Newspaper
- Drama Club
- Programming Club

## Elementary, Middle, and High School Overviews

### EARLY CHILDHOOD PROGRAM (PREK-2, PREK-3, PREK-4 AND KINDERGARTEN)

The Early Childhood Program serves children between 2 and 5 years of age, placing emphasis on language development through the use of a carefully designed and sequenced program that integrates all the communication skills - listening, speaking, reading and writing. Children become

accustomed to the school environment and gain experience in working and sharing together. Our academic program also includes Portuguese language instruction, as well as physical education, art, and music.

### **ELEMENTARY SCHOOL PROGRAM (YEARS 1-5)**

Our Elementary School is based on the U.S. Common-Core curriculum in conjunction with the International Baccalaureate Primary Years Programme (PYP). Every effort is made to ensure that students new to our school are appropriately placed after a review of their educational experience prior to arrival. Our academic program also includes Portuguese language instruction or Portuguese for Speakers of Other Languages (PSOL), as well as physical education, art, music and library. Technology is integrated into the day to day learning of our students.



We provide students English for Speakers of Other Languages (ESOL) instruction in the homeroom classes. When students need extra support the homeroom teacher, class assistant and ESOL teachers work together and a plan is designed to meet the specific needs of the learner.

Additionally, we provide learning support for students who have specific academic needs through our Student Support Services.

### **MIDDLE SCHOOL PROGRAM (YEARS 6-8)**

The PASB Middle School believes in providing its students with an education that is developmentally responsive to the social, emotional, and intellectual needs of adolescents. At this level, a team of teachers works together with our school counselor, Principal, Vice-Principal and parents to assist students in acquiring good study habits, organizational skills, and greater responsibility for their learning. The goal of the middle school years is to develop confident, well-adjusted young learners prepared to take on the academic responsibilities of our college-preparatory high school program.

### **HIGH SCHOOL PROGRAM (YEARS 9-12)**

Students who graduate from the Pan American School of Bahia may successfully obtain three diplomas, Brazilian, American and the International Baccalaureate (IB DP). Students take four years of Portuguese, English, Math, Science and Social Studies as well as elective courses that meet student's individual interests in order to graduate from High School. Throughout the four years of High School students and families will receive guidance in their choice of higher education through the counselor's office and/or the Brazilian Program Director.



## INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IBDP) (YEARS 11-12)

The International Baccalaureate Diploma Program is a comprehensive and rigorous college preparatory program servicing Year 11 and 12 students, which was created in the late 1960's and has since become the preeminent university preparatory program in the world. IB diploma candidates concentrate on six areas: a student's native language, a second language, social studies, experimental science, math and the arts. Additional components include the Theory of Knowledge, Extended Essay and CAS (Creativity, Activity, and Service).



The IB Programme balances the opportunity of academic specialization with the ideals of an eclectic liberal arts education. Also, the program is flexible to reflect the interests and needs of individual students while the emphasis on concurrency of learning ensures interdisciplinary connections that enrich the educational experience. Moreover, the community service and extracurricular activities required by the CAS help students integrate intellectual and emotional development while increasing their global awareness.

### Qualifications and Qualities for the Position

- Successful Head of School Experience or its equivalent
- Experience with and Understanding of IB Programmes
- Understanding of the USA based education system including the Common Core
- Must have outstanding leadership skills
- Good people skills: empathetic/caring/big heart/resilient
- Ability to lead a school identified as an international school even though the student population is predominantly Brazilian
- Experience with large scale building projects would be an advantage
- Strong at building a sense of community – with students/parents/staff/alumni
- Visible /accessible/open/transparent
- Strong and effective communicator; good listener
- Inspires trust and is trusting
- Respects teachers and values their work
- Charismatic and energetic; a pace setter; ambitious motivator who will raise the bar
- Open-minded/flexible
- Being able to speak Portuguese and/or Spanish would be helpful but not essential
- Having or gaining an understanding and appreciation of Brazilian culture is essential

### **SALARY AND BENEFITS**

The salary will be competitive and will be commensurate with the qualifications and experience of the successful candidate.

## Application Instructions

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**Effective date:** August 2019

**Application Deadline:** October 19, 2018

ISS Senior Leadership Executive, Governed Schools/Administrative Searches, Mr. David Randall, will serve as the lead consultant for the Pan American School of Bahia Superintendent search. He will be assisted by ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl and other members of the ISS staff.

The tentative deadline for applications is Friday, October 19, 2018. However, ISS and the Pan American School of Bahia 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 to [drandall@iss.edu](mailto:drandall@iss.edu) and [bpfannl@iss.edu](mailto:bpfannl@iss.edu) and copy [awotowey@iss.edu](mailto:awotowey@iss.edu). 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 Pan American School of Bahia reserve the right to close the selection process at any time if an ideal candidate is found.

