



Director  
**Santa Cruz Cooperative School**  
*Santa Cruz, Bolivia*

DEADLINE: Thursday, February 28, 2019

## Overview

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Santa Cruz Cooperative School is a private American overseas day school offering English-language instruction by licensed and experienced English-speaking teachers to students between Pre-Kindergarten and 12th Grade.

Founded in 1959, SCCS was originally established to serve the children of the Gulf Oil Company personnel. In 1970 SCCS became the cooperative it is today. Since then, providing students with the best resources possible in materials and infrastructure has been a constant goal for SCCS.

## Guiding Principles

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### SCCS VISION

Prepare students to become productive citizens, principled leaders, and life-long learners.

### SCCS MISSION

SCCS, an accredited PK-12 college preparatory school with an English and Spanish curriculum, is committed to academic excellence through a rigorous dual diploma program, maximizing student potential, while instilling core values in alliance with a supportive school community.

### SCCS STUDENT ABILITIES

The SCCS student will demonstrate proficiency in:

- Reading: interact independently, analytically, and actively
- Writing: produce and convey ideas effectively
- Speaking: communicate fluently and proficiently
- Listening: engage receptively and respond critically
- Investigating: research utilizing a variety of resources
- Reasoning: incorporate skills and strategies in critical thinking, problem solving, and performance
- Integrating: apply multiple skills and technology to the educational process and product
- Interacting: collaborate and relate socially and emotionally to others with respect and tolerance



## The School

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### FACULTY

SCCS's faculty is over 55 instructors from North America, Latin America and Bolivia and 14 teacher assistants.

### ENROLLMENT

At the beginning of the 2018-2019 school year, enrollment was approximately 700 students (PK-grade 12), with approximately 76.5% of those from Bolivia, and the majority of the rest from Latin America, North America and Europe.

### CURRICULUM

SCCS's curriculum is designed to prepare students for undergraduate studies at colleges and universities around the world. The school is accredited by AdvancED and the Bolivian Ministry of Education. As such it is able to offer both American and Bolivian High School Diplomas.

The American curriculum is based on the Common Core Standards, and the Bolivian is based on standards set down by the Bolivian Ministry of Education. SCCS is a college preparatory school where on an average over ninety-nine percent of the graduates go on to university. Top graduates of SCCS are accepted to some of the most competitive universities in the United States as well as other regions in the world. SCCS also offers Advanced Placement (AP) and on-line courses which give students an opportunity to earn college credits.

### CAMPUS & FACILITIES

SCCS is committed to providing students with the best resources possible through continued improvement of the campus and facilities. As a result, SCCS today is located on a seven-acre campus with two major areas: one for Primary Education and one for Secondary Education. Landscaped grounds and common facilities join the two areas.

Key features/ facilities include:

- Large classrooms with air conditioning
- Internet access in all classrooms
- Multimedia classrooms from pre-kinder through high school
- Medical Care Center with a full-time doctor
- Science laboratories in elementary, middle and high school
- Four computer laboratories
- Library Media Center
- Cultural Center for events and school functions



- Two student counseling centers
- Sports/theater complex
- Sports field with lights for night games
- Multiple playgrounds in elementary school
- Full-service cafeteria

For more information about SCCS, visit <http://www.sccs.edu.bo/>

## Location

### SANTA CRUZ

The city of Santa Cruz de la Sierra is located in the eastern part of Bolivia at 416 m above sea level. It is part of the province of Andrés Ibáñez and the capital of the department of Santa Cruz, not far



from the eastern-most extent of the Andes Mountains, which are visible from some parts of the city.

Situated on the Pirai River, the city of Santa Cruz and its metropolitan area, are home to over 80.4% of the population of the department.

Today the city is Bolivia's most populous, and the Department of Santa Cruz, ranked first in total population, produces nearly 30%

of Bolivia's gross domestic product, and receives over 52.3% of all foreign direct investment in the country. This has helped make Santa Cruz the most important business center in Bolivia.

### CLIMATE

The city has a tropical savanna climate, with an average annual temperature around 23 °C (73 °F). Although the weather is generally warm all year round, cold wind patterns, called "surazos", can blow in occasionally (especially in the winter) from the Argentine pampas making the temperature drop considerably. The months of greatest rainfall are January and February. The average annual rainfall is 912 mm (36 in).



## Snapshot

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Year Established:	1959
Accreditation Agency:	AdvancED, Bolivian Ministry of Education
Total Enrollment:	702
Early Years School Enrollment:	104
Lower School Enrollment:	254
Middle School Enrollment:	149
Upper School Enrollment:	195
Percentage of Annual Student Turnover:	5%
Percentage of Annual Faculty Turnover:	20%
Student/Teacher Ratio:	12:1
Nationalities:	Bolivia, Latin America, North America and Europe
Average % Home Country Nationals:	76.5%
Tuition (2018-2019):	US\$7,000 – US\$9,000
Number of Faculty:	59
Number of Board Trustees:	11

## Position Overview

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The Director, with the support of the Board of Directors, manages the day-to-day operation of the school organization; formulates and carries out the short-term objectives to advance the board's long-range plan; establishes operating procedures (as established by school policies, local and national laws) and supervises the hiring, firing and evaluation of all staff members.

### REPORTS TO

Board of Directors

### MAJOR RESPONSIBILITIES & DUTIES

- Is directly responsible to the Board of Directors and will work with the Board in long-term planning and help develop short-term (one-year) objectives to meet the goals of the long-term plan.
- Assist in preparing the annual budget and submission for approval.
- Initiate and direct the development of school policies.
- Provide monthly reports with respect to the organizational objectives and other issues of the school.

- Provides the Board with adequate information to help it reach sound decisions and establish policies.
- Monitor budget and assist in identifying, planning and implementing long-term financial stability.
- Implement the overall education policies and objectives of the school.
- Maintain positive community relations by keeping abreast of the changing environment, accepting input from others and participating in appropriate community associations.
- Represent the organization in all dealings with other organizations, individuals and the public.
- Maintain positive school and staff relations by developing sound personnel practices, working for good morale, delegating work properly, being impartial in personnel matters and by implementing procedures for staff evaluation.
- Select, assign, transfer, and terminate the employment of instructional and non-instructional personnel except where a conflict of interest may arise.
- Organize the administrative and supervisory staff, including instructional and non-instructional personnel in the way that best serves the school's interest.
- Carefully review and update school procedures contained in the school's security and crisis manual.
- Maintain a positive relationship with the Board by participating in resolving differences of opinion, accepting policy and helping with the implementation of regulations.

## QUALIFICATIONS

Preferred qualifications of the new Director include the following:

- Graduate degree in education or related field
- Head of school experience preferred
- Minimum five years of classroom teaching experience in schools below the college level
- Prepared to make a minimum of a 3-5 year commitment
- Experience in strategic planning
- Well-developed communication skills, both written and verbal
- Previous experience at an international school - preferably in Latin America
- Knowledge of Spanish and willingness to work towards fluency
- Knowledge and experience of school accreditation process
- Demonstrated success in recruitment and retention of faculty

## PERSONAL ATTRIBUTES DESIRED

- Strong leadership skills and a confident leader with the ability to inspire others
- Commitment to excellence, and equally focused on the Elementary and Secondary schools
- Culturally sensitive, with well-developed interpersonal skills
- Good listening skills, an ability to delegate, and good organizational skills
- Approachable, accessible, friendly, visible, sensitive, tolerant, and politically aware
- Willingness and ability to network with school and local communities
- High energy level, proactive, an enthusiastic advocate of the school

## Application Instructions

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Effective date: **July 15, 2019**

Application Deadline: **February 28, 2019**

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for Santa Cruz Cooperative School search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is Thursday, February 28, 2019.

Please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV in PDF format to [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 SCCS reserve the right to close the selection process at any time if an ideal candidate is found.**

