

**United Lisbon International School**  
Opening September 2020  
*Lisbon, Portugal*



**Elementary/Middle School Principal  
(initially KG 3 – Grade 9)**

**Deadline: October 31, 2019**  
**Start Date: August 2020 (possibly Spring 2020, if available)**

## Overview

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United Lisbon is a modern and innovative international school offering educational programs from Early Childhood (as of three years) to grade 12, opening in September 2020. The challenging curriculum, taught in English, based on US-standards leads to globally acknowledged university-preparatory programs including the International Baccalaureate (IB) Diploma and Advanced Placement (AP).



With our vision to empower and inspire the young generation for a sustainable world, we seek to provide rigorous educational programs and instill skills and values the young generation will need to be successful in tomorrow's world of the 21st century. We are committed to the purpose of a sustainable and equitable world. The school is operated by International Schools Services (ISS) and collaborating with the Common Ground Collaborative, nominated Microsoft Flagship Schools and collaborating with other innovation partners to provide a well-grounded, yet forward thinking education for its students.

Members of the opening educational team (August 2020) will have the unique opportunity to co-create a welcoming and interesting community, based on the work of skilled educators who have spent more than a year planning the basis of the school's program. Excited, dedicated, innovative and collaborative educators are welcome to join us on this exciting journey of opening a new world-class school.

## Vision, Values, and Objectives

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As an institution, we live and breathe a growth-mindset as we seek to instill in our students, i.e. we constantly reflect on our achievements, individually and as a team and seek to improve in everything we do and to integrate new technologies and innovations that positively impact student learning.

### VISION

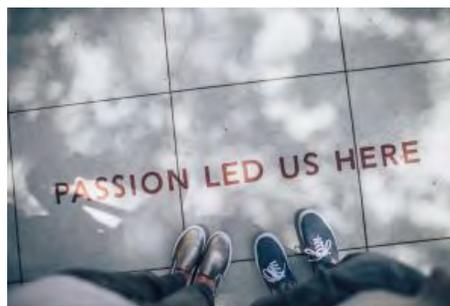
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## The School

In collaboration with International Schools Services, Common Ground Collaborative and Microsoft Flagship Schools, United Lisbon will provide a world-class, innovative and forward-thinking education.

The School is integrated into the Education Hub Lisbon ([www.eduhublisbon.com](http://www.eduhublisbon.com), under development), which strives to build an Ecosystem of Learning across Cultures, Generations and Disciplines to create New Ways of Living, Working and Being to make our world sustainable. Through the Edu Hub and the proximity to the Park of Nations (former Expo area), there are ample opportunities for the school to form partnerships with start-ups, corporations and local infrastructure (oceanarium, science museum) to enrich student learning at the school.



### CURRICULUM

While the curriculum is based mostly on US common core (AERO version), NGSS and STEM, it is designed to prepare students for the International Baccalaureate Diploma Program and Advance Placement Program. Unit planning will largely be based on the Common Core Collaborative model.

### TECHNOLOGY

United Lisbon is in the nomination process to be a Microsoft Flagship School. As such, it is making a strong commitment to integrate technology in meaningful ways, and to expand students' interactions and experiences beyond the school walls. For instance, it foresees students collaborating with students in other parts of the world on projects that will have a greater impact due to breadth of input and ideas shared in shaping the project outcomes.

Students will have access to individual devices, particularly at the upper grade levels. The library will be a student activity center providing both hard copy and digital resources, research assistance as well as student collaboration spaces.



### ARTS, ATHLETICS, & AFTER SCHOOL ACTIVITIES

The school will run a broad after school program, including options in the arts, athletics, technology, humanities and other projects. Activities will be offered by faculty as part of their workload, as well as outside coaches and specialized facilitators. Some activities will be open to external students.

As an additional part of the after-school program, the school will provide individual learning options (for additional fees), e.g. in music, languages and other areas, through the United Lisbon Academy, which is connected to the school.

## ACCREDITATION & AFFILIATIONS

IB World School (candidacy status has been awarded)  
NEASC / ACE (eligibility for accreditation has been awarded)  
Mediterranean Association of International Schools  
Microsoft Flagship Schools (nominated)

## STUDENTS

United Lisbon will open for students in September 2020. The school anticipates opening Early Childhood to Grade 9 with one section per grade level, adding a grade level per year to the high school and additional sections per grade level as needed.



Beginning September 2019, the Admissions Office will open on-site. As of July 2019, more than 130 inquiries have been received. The inquiries are spread across the grade levels from Early Childhood 3 to grade 9 and represent more than 20 nationalities.

## FACULTY

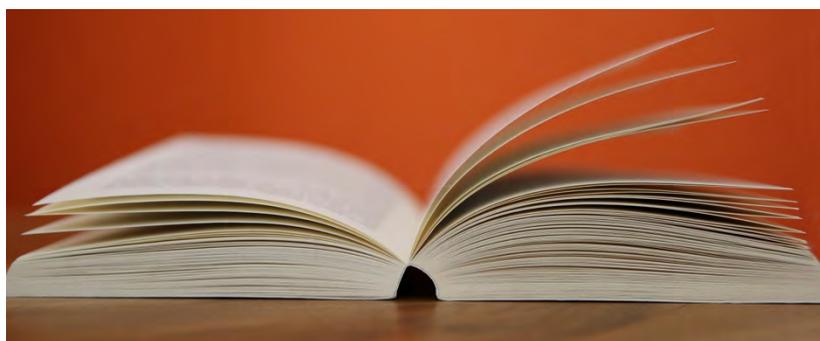
Faculty recruitment has begun via the United Lisbon website, and through ISS-Schrole Advantage. Interviews will take place at various recruitment fairs, and the school anticipates a good mixture of experienced and certified overseas expatriate, local expatriate and host country teachers.

Native or near native level of English, as well as experiences in innovative educational programs (IB, UBD, CGC, etc.) are pre-requisites for hiring.

## ADMINISTRATION

The school is a proprietary school with overall operational duties delegated to the Head of School, Dr. Nils Rimmel. During the initial year (possibly 2), the Head of School and the ES/MS Principal make up the Educational Leadership team, assisted by the International Schools Services team, and Senior Leadership Executive, Dr. Paul Johnson. The administrative team will also include a Technology Integration Specialist from the first year.

As the school grows, the administrative team will grow to include a Secondary School Principal, along with further coordinators.



## BOARD OF DIRECTORS & GOVERNANCE

United Lisbon is a proprietary school. The owners (see below) are represented on the Board of Directors, which meets at least three times per year. Their primary responsibilities include approval of the operating budget (including salaries and benefits), long-range planning, both development and fiscal, and to approve policies guiding the day-to-day operation of the school.

An Advisory Board meets monthly and is vested by the owners to monitor the operation of the school and empower the Head of School to make decisions within the limits of the financial plan and policy. Members of the Advisory Board include the Head of School, Leadership Team, the ISS Senior Leadership Executive and others as appointed by the owners.



## AFFILIATION & SPONSORS

Martinhal: Roman and Chitra Stern have been entrepreneurs in Portugal since 2001. They are the founders of Martinhal, a group of high-class hotels focused on families in Sagres, Quinta do Lago, Quinta da Marinha and Chiado. They are also involved in a series of real estate development projects in the Parque das Nações at Avenida Dom João II, such as the new Ageas Headquarter and the Martinhal Residences, launching in 2020. Being an international family in Portugal, with four children of their own, Roman and Chitra have a passion

for families and care deeply about the next generation growing up and being ready to make a difference in an ever more globalized, volatile and competitive world. In their various engagements and pro bono activities, including as an Executive Committee Member of “Portugal In” (a taskforce to promote Foreign Direct Investments in Portugal), they seek to support Portugal in its effort to further international outreach and economic perspectives.

The operator of the school, International Schools Services (ISS), works with more than 500 international schools and thousands of educators each year, creating the largest global footprint in international education support. Since its inception in 1955, ISS has launched and managed more than 110 international schools; placed approximately 50,000 educators; and developed ground-breaking learning programs, such as the World Language Initiative and Level 5 Creativity & Innovation Hubs. With its headquarters in Princeton, USA, ISS currently owns or operates nearly 20 international schools around the world and promotes innovation and best practices for global education through its core services that include founding and managing student-centered, future-oriented schools. ISS staff has extensive experience in all aspects of international education, with most senior leaders having served as Heads of Schools across a variety of continents.



## PROFESSIONAL DEVELOPMENT

United Lisbon considers itself a community of life-long learners. Professional development support will be well supported but focused on school goals and initiatives during the foundation years. These goals include technology integration (Office 365), Common Ground Collaborative, and IB/AP training.



As much as possible, attendance at regional international school conferences and subject specific workshops will be supported.

## ACADEMIC CALENDAR

The school year is comprised of 180 student contact days, along with 15 teacher days. The administrator contract days are a minimum of 205 days, to include on and offsite time for planning and strategy. The non-student contact days for teacher days are divided between before school and end of year workdays, in-service days and other professional days. The majority of the 15 teacher days will naturally be scheduled prior to the opening of school each fall.

The school year for students begins in early September and runs through mid to late June. The calendar includes winter and spring breaks.



## CAMPUS

The Campus of the United Lisbon International School is located at Avenida Marechal Gomes da Costa no 9 in central Lisbon, next to the Park of Nations. United Lisbon is the largest international school campus in central Lisbon in the purposely renovated and extended facilities of the former Independente University. The completely renovated and rebuilt campus will provide – apart from state-of-the-art learning environment –

natural outdoor areas and sports facilities (outdoor/indoor), and a black-box theatre for the school and the community. Its location in central Lisbon, puts the school in a unique position to enrich student learning through experiences beyond the classroom building on collaborations with local partners and corporations.

The interior of the former university building is being completely remodeled to create more than 7'500 sqm of transparent and open learning spaces that seamlessly integrate technology and align with the 21st century pedagogy of the school. The large and light classrooms are connected to central learning hubs, which give room for various forms of collaborative and self-guided learning. The library, as an open space research center, allows students not only to indulge in the pleasure of reading, but also advance their school projects through focused research in collaborative workspaces. Modern science labs, arts workshops and a large maker space area allow for applied and project-based learning with a focus on science, technology, engineering, arts and math (STEAM) subjects.

All learning spaces help students to obtain relevant skills for the 21st century and beyond. In addition to facilitating delivery of the required curriculum, they also foster the development of an entrepreneurial and creative mindset by encouraging students to explore their own interests, providing hands on learning opportunities, and instigating critical thinking skills and self-confidence.

New sports facilities (indoor and outdoor) as well as a black-box theatre are being built right on campus, contributing to student growth through team sports, music and performing arts.



## Elementary, Middle, & High School Overviews

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United Lisbon adopts rigorous and challenging High School programs that offer its students pathways to globally acknowledged diplomas for university application worldwide: The International Baccalaureate (IB) Diploma Programme (United Lisbon is a candidate school and pursuing authorization for the Diploma Programme) and the Advanced Placement (AP) Program. Leading towards these programs, the school offers a US “standards-based” curriculum in the lower grades, in alignment with United Lisbon’s High School Programs. The school offers guidance and support to all students in developing a strong individual profile, academically and beyond.

United Lisbon’s “standards-based” curriculum employs methods of instruction, assessment, grading, and academic reporting that result in students demonstrating understanding and mastery of the knowledge, skills and attitudes deemed essential by leading US institutions and acknowledged experts in their fields. For example, the United Lisbon Science Standards were developed through the collaboration of several US institutions: The National Research Council, the National Science Teachers Association, and the American Association for the Advancement of Science. Embedded within each teacher’s subject specific lesson planning are the essential questions to be addressed and enduring understandings to be inculcated.

Assessment of student learning is continuous, employing both formative and summative models to support students in their individual learning. Continuous formative assessment provides faculty with the information necessary to appropriately adjust lessons on a real time basis and provides students with the feedback necessary to monitor their own progress and focus their own efforts.

Summative assessments, both internal and external, including the Measures of Academic Progress (MAP) and International Schools Assessment (ISA) inform teachers, parents and school leaders of student performance as measured against curricular criteria and international norms.

United Lisbon’s attention to modern and innovative curriculum, instruction, assessment and reporting is guided by our association with the Common Ground Collaborative (CGC), a groundbreaking education non-profit devoted to deepening understanding of learning focused methodology and child development. Together, a coherent Learning Ecosystem is developed that responsively connects learning and teaching to support each child’s development and growth. Creating a culture of learning for and with our students, their families, and as a faculty, learning goals are transparent, accessible, and edifying to each child. The CGC overlays subject area standards and curriculum with an instructional model that defines, designs and demonstrates learning.



Overall, United Lisbon’s vision is to develop and support a student-centered, project-based learning environment which empowers students to increasingly take responsibility for their learning. This includes self-designed, multi-disciplinary projects, collaboration with fellow students at United Lisbon and internationally via technology, and assess their learning against standards and set goals for further learning (student-led conferences, etc.).

## Fast Facts

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| Opening Year:                     | 2020   |
| Accreditation Agency:             | NEASC/ACE (process initiated)  |
| Total Enrollment:                 | Opening enrolment is anticipated to be 150-200   |
| Early Years School Enrollment:    | Anticipated: 40-55   |
| Lower School Enrollment:          | Anticipated: 95-110  |
| Middle School Enrollment:         | Anticipated: 40-60   |
| Upper School Enrollment:          | Anticipated: 15-20 (Grade 9)   |
| Nationalities:                    | Various with 20% Portuguese  |
| Student/Teacher Ratio:            | Approximately 5:1 (increasing after start-up years to approximately 10:1) including specialist teachers and support teachers |
| Average % Home Country Nationals: | 20%  |
| Number of Faculty:                | 20 plus teaching assistants  |

## Position Overview

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The Elementary/Middle School Principal provides the academic leadership for the school, initially in grades PreK through grade 9. As the school grows, plans call for an additional principal, to divide responsibilities for Early Childhood/Elementary and Middle/High School. Preferably, the current principal will focus on Early Childhood and Elementary School and the new principal on Middle and High School. The long-range plan has the second principal joining the school within three years.

The founding principal will have the unique opportunity to collaborate with a group of teachers hired specifically to help shape the direction and character of the school. The Head of School, Dr. Nils Rimmel is an experienced international educator, eager to work with an excited and innovative faculty and staff.

It is recognized that the opening year will be both exciting and challenging, but will also be professionally rewarding.

### DUTIES & RESPONSIBILITIES

The Principal will be leading the educational program of the school, working in collaboration with the Head of School and the support of the ISS Senior Leadership Executive. S/he will be responsible for supporting teachers in the implementation of the curriculum; developing the master schedule; recommending changes in program, instructional materials and resources; monitoring student progress using various measures including report cards, standardized tests, student self-assessments and teacher assessments; evaluating the faculty and classroom assistants; monitoring the instructional budget and working with the Head of School to develop the budget and propose changes to budget as needed.

The Principal reports directly to the Head of School. A more detailed job description is available as part of the application process.

### ACADEMIC & PROFESSIONAL QUALIFICATIONS

- 3-5 years' experience as a school leader (Principal or Head of School)
- Proven track-record in driving innovation and creating a growth-mindset throughout the school
- Experience at the elementary and middle school levels
- Master's degree in education (or higher)
- Principal Certification

### SKILLS/EXPERIENCE/ATTRIBUTES SOUGHT

- Ability to inspire and collaborate with others
- Experience with PYP and/or ICP and/or UBD and/or CGC
- Ability to co-create and establish forward-looking structures and processes within a start-up school environment
- Strong communication skills
- Experience with digital resources, classrooms without walls
- Willingness to interact with and draw from local community



## **SALARY AND BENEFITS**

An initial, multi-year and renewable contract offers a regionally competitive package of compensation and benefits commensurate with the responsibilities of the position.

## **Application Instructions**

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Effective date: August 2020 (possibly spring 2020 if available)

**Application Deadline: October 31, 2019**

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the United Lisbon International School Elementary/Middle School Principal search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff.

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 United Lisbon International School reserve the right to close the selection process at any time if an ideal candidate is found.**

