

## Leadership Search



Director  
International School of Phnom Penh  
*Phnom Penh, Cambodia*

Application Deadline: January 31, 2021  
Start Date: July 2022

ISS is pleased to conduct this full search.  
Learn more how ISS works with search committees around the globe to fill leadership positions.  
[www.iss.edu/services/administrative-recruitment](http://www.iss.edu/services/administrative-recruitment)

## Introduction

---

The International School of Phnom Penh (ISPP), a private, non-profit, coeducational, English-language day school with programmes for students age three through Grade 12, seeks a Director effective July 2022 to lead this school built on a history of success.

This is an exciting opportunity for an inspirational, humble and proven school Director to head Cambodia's leading international school.

## Position Overview

---

The Director is the chief executive officer for ISPP. S/he is responsible for the organisation and execution of effective operations at ISPP, for the general administration of all instructional, business and other operations of ISPP, whilst bearing in mind the legal requirements for all educational matters. S/he performs all the duties and accepts all of the responsibilities usually required in carrying out policies, school regulations and other tasks entrusted to him/her by the Board of Trustees.

## Duties & Responsibilities

The primary responsibilities of the Director are outlined below under the pillars of the school's strategic plan:

- Learning
- Well-being
- Environment
- Community
- Governance, Leadership & Strategy
- Finance, Facilities and Resources (including Human Resources)
- Reputation (including: Admissions & Marketing, Communication & Advancement)

## Qualifications & Qualities

- An advanced educational degree, with a credential in administration or educational leadership
- Previous experience and proven success as an international school leader
- Successful international, overseas experiences - experience of Asia an advantage
- Strong leadership in pedagogical approaches
- Previous experience leading IB Programmes
- Proven experience and expertise with the school's academic programmes
- Strong financial, organisational, human resource, marketing and management skills
- Educational or professional experience in a culturally diverse environment

## Reports

Elementary and Secondary Principals, Director of Learning, Marketing and Communications Manager, Operations Manager, Chief Financial Officer.

## Knowledge & Skills

- Visionary and strategically minded thinker
- Strong inspirational educational leader with deep understanding of teacher empowerment
- Believer in the school's values of diversity, inclusion, equity and philanthropy
- Managerial team builder
- Community builder
- Collaborative driver of existing programmes and projects

## Professional Qualities

- Commitment to the IB Programme
- Solid experience working in collaboration with a dedicated Board of Trustees
- Strong financial acumen
- Outstanding verbal and written communication skills
- Vision and excitement around professional development
- Commitment to continue to position the school as an IB hub for educational professional development in the region
- Successful crisis management skill set

## Personal Attributes

- Warm, compassionate, open, and approachable
- Empathetic, charismatic, visible
- Effective communicator fostering strong community relationships
- Open to change and innovation with a flexible and steady mindset
- Confident, consistent, resilient, patient
- Humble, honest, and transparent

## Salary & Benefits

Salary will be highly competitive and depend upon the qualifications and experience of the successful candidate. Benefits include accommodation, car, home flights, medical insurance, and tuition for children.

Application instructions found on the final page of this announcement.



## Mission, Vision, Values

### Mission

ISPP empowers students, in a caring, inclusive international environment, to achieve their potential by pursuing personal and academic excellence, and to grow as responsible global citizens who celebrate diversity.

### Vision

Learning together, growing together, each making a difference.

### Core Values

Learning, Well-being, Environment & Community



### International Mindedness

Students develop their curiosity about the world, extend their understanding and appreciation of shared values and cultural differences and equity, while striving to effect positive change.

## The School

### School Overview

ISPP is a highly regarded, fully authorised IB World School, offering Primary Years (grades preschool-5), Middle Years (grades 6-10), and Diploma (grades 11-12) programmes for over 900 students. The school has a reputation as a close-knit community with both high academic standards and high student achievement. A true international school, 47 nationalities are represented in the student body. ISPP is proud to be a not-for-profit school. All tuition and income go directly back into the school and its programmes.



### History

ISPP was started in 1989 by a group of families working for non-governmental organisations. The first six students, aged three to seven, met part time in the home of one of the parents who was also the teacher. By 1990, with a curriculum developed for grades K-4, the school was established as a parent-owned and operated non-sectarian, non-profit school. The revised mission statement

crystalised the school's focus on "academic excellence and responsible global awareness in a caring, international setting." By 1999, ISPP had received a full six-year accreditation from the Western Association of Schools and Colleges (WASC), making it the only fully accredited international school in Cambodia at the time. In 2004, the school was also accredited by the Council for International Schools (CIS).

Since receiving accreditation, the school has grown steadily. In 1999-2000, it made the shift to become an IB World School, gaining authorisation from the IB. Over the next four years, it created an IB-approved Middle Years and Primary Years programmes.

In 2014-15, during its 25th anniversary, ISPP moved its Secondary School to a new purpose-built campus. A year later, the Early Years Centre and the Elementary School joined the Secondary School in the new campus. At the same time, the school received positive reports from its accreditation and authorising bodies and gained full reaccreditation. The school, with more than 900 students, now has a reputation as one of the best schools in Cambodia and the region.



## Affiliations

ISPP is a member of the Educational Collaborative for International Schools (ECIS), the East Asia Regional Council of Overseas Schools (EARCOS), and the Mekong River International Schools Association (MRISA).

## Curriculum

The school offers the IB Diploma Programme (Grades 11-12), the IB Middle Years Programme (Grades 6-10), and the IB Primary Years Programme (Early Years-Grade 5). All students work towards the acquisition of an ISPP Diploma. However, students may also choose to take the ISPP Diploma or IB Certificate option. Curriculum is IB-based and draws from a variety of English-language programmes consistent with the needs of an international student body.

ISPP believes that it is vital that all students have the opportunity to maintain and develop their mother tongue (the main language that the student uses at home), where feasible. The only mother tongue language lessons taught during the school day is Khmer. Any Khmer student who is placed in an English support programme (EAL) will later move into Khmer mother tongue.





## Technology

Technology is used as a tool to enhance learning across the school, with a 1:1 parent supported MacBook programme in the Secondary, school supported MacBooks in Grade 5 and iPads available for all other classes in Elementary. The school recently upgraded its WIFI infrastructure to the Cisco network and is currently reviewing its Technology Strategy plan.

## Arts, Athletics, & After School Activities

The arts are a valued component of a student's life at ISPP. In addition to music, visual arts, and drama within the curriculum, the arts play an important role in developing students who are balanced and knowledgeable through activities outside of the classroom.

Elementary students have the opportunity to participate in sports through the After School Programme (ASP). Also, a member of YAPP (Young Athletes of Phnom Penh), ISPP offers a variety of different sporting opportunities to students throughout the year, such as football, T-ball, dance, basketball, and swimming. ISPP secondary students participate in ISSAPP (International Schools' Sports Association Phnom Penh) and Mekong River International Schools Association (MRISA). Schools compete in basketball, volleyball, football, swimming, and soccer.



ISPP's ASP activities aim for children to learn while having fun in a safe environment. The purpose of the ASP is recreational not competition and designed to keep the attention and the interest of the students. The programme is built to allow children to experience a multicultural environment, while developing their self-esteem and problem-solving skills. ISPP offers activities including arts, basketball, bootcamp, ceramics, chess, choir, cooking, drama, football, robotics and more.

## Administration & Faculty

The administration team is made up of the School Director, School Principals, The Director of Learning, Teaching, Innovation and Impact, School Assistant Principals, the Marketing and Communications Manager and the Operations Manager. ISPP employs 110 teachers (approximately 10 Part-time) from 24 different nationalities.



## Governance

The main policy-making body of ISPP is the school Board of Trustees. The Trustees ensure that the students are the first priority at ISPP, and act as contacts for parents and community members interested in knowing more about the school.

The parent-run board works with school leadership to make decisions about ISPP based on the needs of the community. Parents elect the 9 members to two-year terms, with the school Director being an ex-officio member of the board. ISPP is an open and transparent organisation, which means board and standing committee meetings are open to the ISPP community. All parents are welcome and encouraged to attend.

## Environmental Commitment

ISPP is a plastic free, eco-certified green flag school. The school uses solar panels to provide energy for school operations that reduces ISPP's carbon footprint. The school has an active student-led environmental action committee that works with the school administration to identify ways to improve ISPP's efforts for a more environmentally sustainable school.

## Professional Development

There are many opportunities for teachers to participate in professional development, in-house, regional and online. A goal in the coming years, ISPP is seeking to put itself on the map and embed itself as a hub of professional learning.

## Community

The ISPP Community, as represented by the 47 +/- nationalities of students at the school, is diverse both in cultural and linguistic background and profession. Parents predominantly come from the diplomatic community, the business sector (local, regional and multinational) and the International NGO sector.



## Philanthropy

ISPP has a history and commitment to engaging with the local community. ISPP has a dedicated scholarship program, financed through the enrollment fees collected by the school, to provide scholarships to talented local students from disadvantaged backgrounds in financial need. The school has several community outreach programmes supporting local teacher training colleges and schools.

## Academic Calendar

The ISPP school year runs from August to June. There are 180 instructional days each year. School holidays are generally observed around Cambodian festival dates, a mid-year (Winter) break of three weeks in December/January, and the longer Summer break starts in early June.

## Elementary School



ISPP Elementary School comprises students from age 3 to 11 in the IB Primary Years Programme (PYP). The rich mix of nationalities share their heritage, traditions and culture with pride and confidence. They do so in the knowledge that ISPP values differences and celebrates unity in the school community. Top educators from around the world support happy, confident learners who strive to achieve their personal best. ISPP is proud of their safe and inquiry-based environment for young learners.

## Secondary School

ISPP's rigorous IB curriculum provides appropriate academic challenges for all Secondary students. The Middle Years Programme (MYP) caters to students from Grades 6 - 10, and the Diploma Programme (DP) for Grades 11 - 12.

The IB programmes reflect the vision and mission of ISPP to develop lifelong learners who possess international mindedness and the attitudes to engage positively with the global society. The Secondary School provides a diverse cultural environment for learning and interaction among students, teachers, and parents. It is a hub of activity both inside and outside the classroom. The combination of the curriculum and co-curricular programme offerings enables ISPP to pursue their mission of empowering students to achieve their potential for personal growth and academic excellence.



## Campus

Extensive and purpose built, the ISPP campus of 6 hectares is home to some of Cambodia's best learning and recreational facilities.

### Knowledge

The classrooms are equipped with everything students need to maximise their learning. In addition to grade-appropriate furniture and equipment, every classroom has a projector and Apple TV, and there are breakout spaces throughout the buildings. Science labs and the design workshop are of the highest international standards and the music and art classrooms are perfect environments for creativity and collaboration. This is complemented by a fully functional auditorium and performance theater.





At the heart of the campus is the Knowledge Centre, which houses the Elementary and Secondary libraries, computer lab, design studio and other resources. Students enjoy reading from a choice of thousands of books in a variety of languages as well as quiet activities and study. Parents are welcome to borrow books too!

## Nature

ISPP incorporates environmental education in their curriculum. Students watch, learn and reflect in the popular butterfly garden, which is open for learning and during breaks. In response to student initiatives, the school is now home to two beehives and a growing number of chickens. Along with the butterflies, the chickens and bees provide students with a close hand look at nature, food production and the ecosystem. ISPP also owns land in a rural area of Cambodia which will be developed as an Outdoor Learning Centre.



## Arts

A state-of-the-art Black Box theatre showcases a range of student performances, learnings and activities. To support its commitment to the arts, ISPP has music and drama classrooms within the theatre building. Student music resources include soundproof rehearsal rooms and a wide range of instruments.

## Sports

ISPP has one of only a handful of Olympic-sized swimming pools in Cambodia. It is used daily for the student swimming programme and after-school swim squad and activities. The gym features two



separate spaces housing three full-sized courts used for a range of PE and recreational activities. It also has a rock-climbing wall for Elementary students' PE and break time play. Outside, the fields are always busy with PE classes, school sports, tournaments, recreational play and many other activities. ISPP's fields are amongst the best in Cambodia, with the total space equating to an official league-sized football field, which can be divided into three medium-sized fields.

## Location

The school is located in the southern part of Phnom Penh City. Bustling and vibrant, the capital city of Cambodia, Phnom Penh stands on the Mekong River. Phnom Penh is home to approximately 2 million residents and is very multicultural, with both large Western and Asian expatriate populations. There are great restaurants and a vibrant music scene as well as excellent travel opportunities within Cambodia and the region.

## Fast Facts

---

Year Established	1989
Accreditation Agency	WASC, CIS, IB
School type	International not-for-profit, parent governed
Language of Instruction	English, with several mother tongue programmes
Tuition (2020 - 2021)	USD \$7,179 - 25,296
Total Enrollment	920
Elementary School Enrollment	444
Secondary School Enrollment	476
Grades	Early Years - Grade 12
Average % Home Country Nationals	30% ceiling, plus approximately 15% enrolled under their second nationality
Student Age Range	2 - 18
Student Nationalities	47 +/-
Class Size	Maximum of 22
Number of Teachers	110
Faculty Nationalities	24
Number of Board Trustees	9
Annual Operating Budget	c\$20,000,000

---

## Application Instructions

---

Effective Date: July 2022

Application Deadline: January 31, 2021

Dr. Beth Pfannl, Vice President, Administrative Searches & Governance Services and Pauline O'Brien, Director of Administrative Searches & Governance Services, will serve as the lead consultants for the International School of Phnom Penh (ISPP) Director search. They will be assisted by Mr. David Randall and Ms. Ashley Wotowey.

In one PDF document, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV (please do not send a CV that has your photo\*) to [execsearch@iss.edu](mailto:execsearch@iss.edu). You will be contacted by Ashley Wotowey regarding the next steps to follow for consideration.

**ISS takes all aspects of child safeguarding very seriously.  
All candidates for employment will be rigorously screened.**

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

\* ISS is committed to “Making a World of Difference” in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. One of our commitments is to remove photos in recruitment files. You can read more about our commitments here: <https://www.iss.edu/what-iss-will-do-now>.