

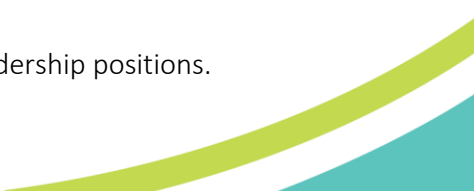
## Leadership Search



### Director International School of Bergen *Bergen, Norway*

Application Deadline: May 4, 2020  
Start Date: August 1, 2020

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 Bergen (ISB) founded in 1975, is a co-educational private day school authorised to deliver the International Baccalaureate PYP and MYP programmes serving the business and Bergen communities. The school currently enrolls approximately 185 students from more than 30 nations. Classes are small with 14 – 16 students in each instructional group. The atmosphere at ISB is warm, friendly, and supportive with individual attention given to the unique needs of each child. While academic standards are high, the teaching staff works with the students to provide the structure and study skills necessary to achieve success.



## Mission, Vision, and Core Values

### Mission

The International School of Bergen - providing an internationally accredited education serving the business and Bergen communities.

### Vision

Shaping the future with caring and confident citizens of the world.

### Core Values

#### Community

- Coming together and working towards a common goal
- Supporting, motivating and valuing others
- Strong partnerships creating a genuine feeling of family
- Safe, caring and friendly environment
- Appreciating and including everyone

#### Integrity

- Developing hearts and minds
- Being true, fair and honest to ourselves and others
- Basing decisions on what is best for the greater good
- Trying to always do our best
- Demonstrating the courage to be ourselves

#### Respect

- Treating others as we wish to be treated
- Embracing and celebrating individual and cultural diversity
- Being open-minded and learning from others
- Valuing ourselves
- Taking care of our own and others' property

#### Responsibility

- Being accountable for our words and actions
- Taking care of the environment
- Contributing positively
- Creating a stimulating learning environment
- Striving to be dynamic world citizens.



## Beliefs

**Community** - A successful school celebrates similarities and differences, encourages the development of global citizens, promotes a healthy and secure learning environment, enjoys a supportive and involved community and connects with the rest of the world

**Integrity** - All learners can experience success, gain self-confidence, become self-directed learners and become positive contributors in a community of different cultures

**Respect** - An effective community of learners is knowledgeable in their respective content areas, have different teaching styles, recognize and work with different learning styles and unique talents, and work hard to grow personally and professionally

**Responsibility** - A successful educational programme meets the needs of and actively involves all students, supports student growth and success, is integrated, continually developing, multi-dimensional, inquiry based and models life skills



## The School

### History

The story of the International School of Bergen begins with the discovery of oil off the western coast of Norway. Along with this discovery came the realization that the necessary skills and expertise would have to be imported from successful oil producing countries such as the United States.

On September 17th, 1975, the “Little Red School House on the Fjords” opened with an enrolment of



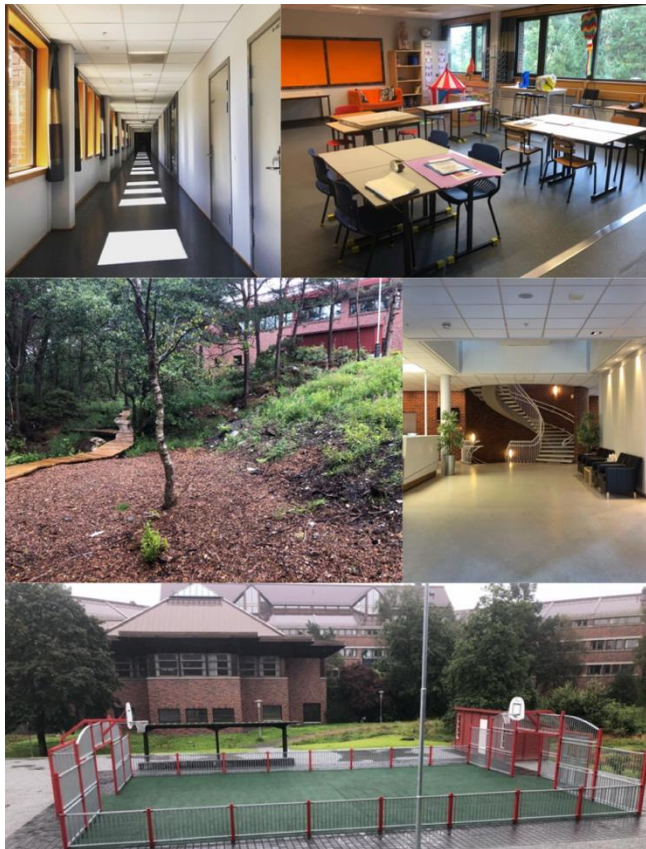
17 students from Kindergarten through Grade 3. In its first three years, the population grew to 56, from Kindergarten to Grade 10, clearly showing the need and popularity of such a school. The staff also grew to five full-time teachers, three part-time teachers (including the Director), and a part-time librarian. The students came mostly from the United States and the United Kingdom. From the very beginning all students were exposed to the language and the culture of Norway through a combination of direct instruction and frequent visits to the local museums and other areas of interest.

In 1984, the school changed its name to the International School of Bergen in order to reflect the more varied student body and the adjustment that had been made to the curriculum to accommodate the needs of the student body. Shortly afterwards, the Bergen Playgroup was incorporated into the school to become its Preschool department. The following year the school sought and succeeded in gaining accreditation from the European Council of International Schools and the New England Association of Schools and Colleges (NEASC).



ISB now has a school which is very different in just about every way from the one which was created in 1975. The student body has increased ten-fold from 17 to 180 and represents nearly forty nations, not just the United States and the United Kingdom, and their parents represent every walk of life, not just the oil industry. The school provides a programme of instruction for 3 to 16-year olds. The curriculum is international rather than American.

In some ways though, things have not changed. Three main characteristics have been prevalent at all stages of the school's history: a determination to succeed, a strong community spirit and, last but not least, a pride in the endeavor. The school still serves its original mission, setting out to provide an internationally accredited education serving the business and Bergen communities. As Bergen and its region develop and evolve, ISB is as relevant as ever.



## Campus

The International School of Bergen has recently moved to new premises at Sandslihaugen 30, 5254 Sandsli. In addition to individual classrooms, ISB facilities include a library, art and music rooms, a well-equipped science laboratory and a gymnasium.

Within ISB's educational programmes, they make good use of facilities in the neighborhood. These include a swimming pool, an ice rink, other sports facilities, a science discovery centre, museums, art galleries and local sites of historical interest. Bergen's wonderful countryside is just on their doorstep and is used as an extended classroom.

The school premises are provided through a long-standing partnership with the City of Bergen. They have also fostered partnerships with local business organizations such as the Bergen Chamber of Trade and Commerce and Business Region Bergen.



## Curriculum

Since its inception in 1975, the International School of Bergen (ISB) has supported many hundreds of international and local families residing in and around the city. Knowledge and skilled workers from around the world have entrusted the English-language education of their children to ISB and the International Baccalaureate (IB) curriculum. The IB is a highly regarded and progressive educational framework designed to support internationally mobile families in thousands of international schools around the world.



The IB curriculum employs student-centered, inquiry-based, interdisciplinary methods to optimize the success of our students in an increasingly technological and globally integrated world. The International Baccalaureate develops resources, strategies and professional development to drive deeper learning and teaching. To gain and retain authorization, IB schools are regularly monitored to ensure we meet high standards.

International Baccalaureate graduates are well prepared for further study and correspondingly ISB students, therefore, not only gain content knowledge but the flexibility, resilience and resourcefulness to apply this knowledge to many and varying contexts. For example, an ISB student does not merely learn science but becomes a scientist by identifying problems, developing solutions and communicating effectively to make a difference in the world.

## Technology

ISB is working toward authentic integrated digital learning. In the PYP, children use iPads to enhance their learning experiences. In MYP, a BYOD program has been rolled out during the past two years. During the current school closures due to the Coronavirus, the school has received very positive feedback from parents and students regarding the use of Seesaw and ManageBac in delivering an effective and creative home learning program.



## Students

Approximately 185 students are enrolled from more than 30 countries, with the larger representations being from the UK, USA, India and Norway.

## Faculty

ISB's faculty is international with major representations from the US, UK, Canada and Norway.

## Administration

ISB employs business office staff, a communications officer and an HR/Finance Manager.



## Governance

ISB is governed by a democratically elected Board of Trustees. The Board is responsible for establishing school policy and making major decisions such as the approval of the annual budget. The day-to-day operation of the school is the responsibility of the School Director and Leadership Team parametered within the school's programme set forth in Board Policy. The Board endorses the concept that parent, staff and student participation in the affairs of the School is essential if the School is to attain and sustain the high level of educational excellence our students deserve.

## Accreditation/Affiliations

ISB is accredited by the Council of International Schools (CIS), the New England Association of Schools and Colleges (NEASC) and the International Baccalaureate Organisation (IB). The 2016 Joint CIS / NEASC Accreditation visiting team commended, amongst other aspects, the school's board for the thorough and attentive nature of the Board's training, policy setting and the use of the school's core values in the decision making responsibilities; the school's commitment to technology improvements and upgrades, as well as to the piloting of initiatives in student technology use, which advances teaching and learning. The visiting team was impressed by the diversity of the school and its educational program and observed the school's unique qualities, which complement the school's Norwegian culture and geographical context, and contribute to its overall service to its students and community.

## After School Activities

- Football / Soccer
- Private Music Lessons: Guitar, Piano or Violin
- Arabic
- Art & Crafts
- Art for Teens
- Brainobrain
- Brazilian Jiu-jitsu
- Chess Club
- Coding (YoungCoderz)
- Groovy Kids Yoga
- Guitar Lessons
- Programming, Design & Product Development
- Spanish





## Early Childhood Centre

Lower School begins with the preschool and kindergarten levels, where a high staff to student ratio is maintained. These first three years make up the ISB Early Childhood Centre (ECC), and encompasses Preschool 3, Preschool 4 and Kindergarten. The ECC is authorized to offer the Primary Years Programme (PYP) of the International Baccalaureate and our language of instruction is English.

ISB believes that a good start in school is crucial to a child's development, and that the experiences gained during the early school years greatly influence a child's love of learning. It is at this stage that children begin down the path of becoming internationally minded global citizens.

## Lower School

The International School of Bergen believes that a good start in school is crucial to a child's development; whether children grow to love learning or approach their lives with confidence and openness towards other cultures is in large part the result of their experiences during the early school years.

ISB Lower School encompasses Early Childhood to Grade 5 and is authorized to offer the Primary Years Programme (PYP) of the International Baccalaureate. The PYP focuses on the development of the whole child both within the classroom and within the world. It offers a framework that meets the whole child's needs: academic, social, physical, emotional and cultural.



The PYP curriculum has an international perspective that recognizes and welcomes the diversity of student experiences and backgrounds. As a PYP school, ISB strives to develop internationally minded students who demonstrate the attributes of the IB learner profile.



## Upper School

The International School of Bergen offers a comprehensive international programme, the International Baccalaureate Middle Years Programme, which strives to educate and develop the whole child in a safe child centered learning environment. ISB philosophy and practices strive to enable students to become critical thinkers, as well as confident responsible learners.

The MYP focuses on skill development and formative learning – a learning that does not educate in a vacuum but relates knowledge and thinking skills from subject to subject, building from grade to grade. The ultimate aim of our programme is that students take with them a sense of Inquiry, and a love of knowledge.

ISB works to build an Upper School Community, one that balances academics with activities in the rich and beautiful environment of Bergen and the south-western coast of Norway.



## Fast Facts

Year Established	1975
Accreditation Agency	NEASC, CIS
School type	Non-profit, co-educational day school, PK-10
Language of Instruction	English
Tuition (2019-2020)	US\$3,000 to 20,000
Total Enrollment	185
Student Age Range	3-16
Student Nationalities	30 - larger representations being from the UK, USA, India and Norway
Student to Teacher ratio	ECC- max 14:1; G1 to 5 – 14:1; G6 to 10 – 12:1
Number of Board Trustees	6 voting plus Director <i>ex officio</i>
Annual Operating Budget	US\$3.5 million



## Position Overview

ISB seeks a new Director to provide strategic and educational leadership. The successful candidate has the responsibility and authority to manage the school within the policies established by the Board.



## Responsibilities

As the educational leader of the school, the Director is responsible for:

- the assessment and evaluation of educational programmes, activities and needs of the school, identification of problems and of opportunities for innovations and changes in these programmes and activities.
- the submission to the Board, for review and approval, of medium and long-term plans for the academic programmes of the school including proposals for the introduction or discontinuation of courses of study.
- the preparation of proposals for changes in the organisational structure of the school, including the definition of the number and descriptions of positions, with indications of the financial implications of the proposed changes.
- the supervision and evaluation of the academic quality of the school.
- the supervision and evaluation of the suitability of teaching materials used by the school.
- the supervision and coordination of academic programmes of the school.
- the direction of student discipline.

Regarding strategic leadership, the Director shall work closely and collaboratively with the Board of Trustees and all other stakeholders towards fulfilling the Board's short, medium and long-term objectives for the school.

As chief executive of the school, the Director is responsible for:

### Financial

The development of the annual budget, in consultation with the Finance Committee for approval by the Board, the timely collection of fees and other payments due to the school, the administration of funds and the monitoring of expenditures, calling to the attention of the Board any impending financial difficulties in a timely manner, and the submission to the Board, for review and approval, of medium and long term financial plans.

### Personnel

The implementation of personnel policies as established by the Board, the submission to the Board for their approval, recommendations for the employment and deployment of staff and termination of staff contracts, in accordance with the policies of the Board, the establishment and implementation of performance evaluation of the teaching staff, the provision of teacher development plans, the application of disciplinary measures when required.

### Administrative

Planning the use of the physical facilities of the school, the establishment and application of standards for safety and security for students, staff and visitors, the maintenance of all official records and documents of the school, the maintenance of contacts on behalf of the school with other educational institutions, the Kommune authorities and the local community.

## Other Responsibilities

The Director will:

- submit a report before every Board meeting summarizing the administration of the school since the previous report. The report shall include but not be limited to enrolment, personnel, parents, instructional programmes and administration.
- make recommendations to the Board in respect of policy development
- take responsibility for the design and implementation of appropriate procedures for the efficient and effective administration of the school.
- represent the school in the community at large in such areas as public relations, communications with other constituencies, professional organisations and other schools.
- promote good relations among students, staff, parents and the local community and also a healthy and sustainable working environment for staff.
- ensure that the development of ISB is in harmony with other relevant international schools throughout the world by taking an active part in consultations and coordination with appropriate professional bodies and associations dealing with international education.
- be expected to attend all meetings of the Board although it is understood that he/she will be excluded from discussions regarding his/her salary/benefits. The Director is an ex-officio member of the Board of Trustees.

## Guidance

The Director will be guided in his/her duties by:

- the relevant Norwegian laws.
- the policies and guiding statements of the International School of Bergen.
- the rules and regulations of the Foundation.
- the publications of the International Baccalaureate and other accrediting agencies.

## Qualities and Experience Sought (in no particular order of importance)

- Master's degree or equivalent preferred
- English language fluency
- Scandinavian language skills or ability/will to acquire Norwegian language skills
- Minimum 3-5 years of international school leadership experience in a similarly sized school; Headship or deputy headship experience preferred
- Well acquainted with International Baccalaureate philosophy and processes
- Excellent oral and written communication skills
- Experience in accreditation (e.g. team leader/member on reaccreditation visits)
- Experience in product quality control (ISA tests, national tests or similar)
- Strong interpersonal skills
- Personal traits: ethical, collegial, reflective, organized, disciplined
- Well versed and accomplished in effective school administration and management

### Additional Information

- Initial 3-year contract with the possibility to extend beyond the third year
- There will be a process of approval of non-Norwegian qualifications. The Norwegian work permit is dependent on receiving approval via [NOKUT](#).
- ISB takes all aspects of child-safeguarding very seriously and all candidates for employment are screened rigorously.

### Salary & Benefits

Salary will be competitive and depend upon the qualifications and experience of the successful candidate.

### Application Instructions

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Effective Date: August 1, 2020

Application Deadline: May 4, 2020

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

In **one** PDF document, please send a formal letter of interest (cover letter) specific to this position along with your CV 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 ISB reserve the right to close the selection process at any time if an ideal candidate is found before the deadline.**