

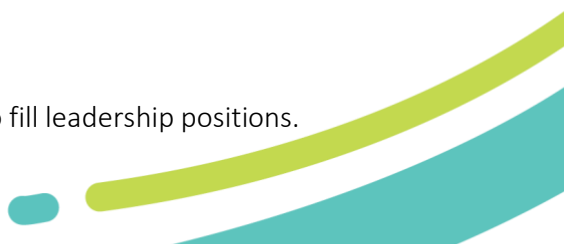
Leadership Search



Director
Copenhagen International School
Nordhavn, Denmark

Application Deadline: August 20, 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



Position Overview

Responsible To:

The Copenhagen International School Board

Directly Supervising:

Primary School Principal, Secondary School Principal, Director of Student Support Services, Chief Financial Officer, Head of People and Culture, Human Resources Manager, Educational Technology Director, Head of Community Relations

General Duties:

1. To oversee the development and implementation of the strategic plan that reflects the overarching goals and principles of the school
2. To have charge of the day-to-day activities of the school and to exercise general supervision over and be responsible for all matters relating to education, administration, finance and management with the support of delegations through the school Principals and in line with Board policies.
3. To coordinate the activities of the other members of the school administration and through them, the activities of all employees.
4. To ensure, together with the Principals, the maintenance of high academic standards through the periodic review of curricula and teaching methods that take account of the international orientation of the school, the preparation of plans for the development of the School's educational programmes and continued evaluation of teaching staff performance.
5. To be responsible through the Principals for the admission of students.
6. To be responsible through the Principals for the effective education of students, including assessment, records and reports to parents or guardians and for the maintenance of order through the establishment of effective behaviour expectations and discipline.
7. To be responsible, in collaboration with the Principals, for the appointment, direction, deployment, assessment and, if necessary, termination of employment of all staff in accordance with policies and decisions of the Board.
8. To provide the Board with proposals for educational policy / direction / programmes, regular reports on the running of the school and such other reports as it may require.
9. To prepare, in collaboration with the Principals and the Chief Financial Officer, an annual school budget for Board approval, in accordance with Board guidelines.
10. To assume overall responsibility for the maintenance and economical operation of the school buildings and equipment.
11. To promote, together with the Principals, good relations among pupils and parents / guardians at the whole school level by informing them of the pedagogical approach of the school, of developments, and of ways in which they can participate in and support the school.

Specific Responsibilities

MANAGEMENT

- Holding regular meetings with the members of the leadership team with set agendas and properly written minutes to conduct the business of both the day-to-day running of the school and its broader and longer-term development
- Ensuring that all agreed decisions are communicated and implemented effectively
- Leading, coaching and mentoring key leaders in the school and overseeing appropriate delegation of responsibility
- Being an active member of the School Board and Board sub-committees and providing information and advice and conducting the associated business in line with Board policy

CURRICULUM

- Ensuring together with the Principals the existence of a high standard of curriculum, appropriate to the needs of the school's international community
- Ensuring the maintenance of the IB curriculum continuity in the school.

STAFF

- Managing staff recruitment, movement and deployment with the assistance of the Principals
- Ensuring that appropriate standards of professionalism and demeanour are maintained within the school staff
- Ensuring that school staff are given access to appropriate professional development
- Maintaining open communication with staff, building an excellent organisational culture
- Overseeing staff leave requests in conjunction with the Principals
- Managing support staff recruitment and deployment

FINANCE

- Taking overall responsibility for the preparation and management of the whole school budget in conjunction with the Chief Financial Officer and the School Board
- Overseeing and monitoring of payment of school fees and liaison with parents as necessary, in conjunction with the Chief Financial Officer

MAINTENANCE

- Overseeing maintenance and repairs to school property and buildings in conjunction with the Chief Financial Officer and the Facilities Manager
- Approving expenditure and projects including for maintenance work

CIS PROFILE

- Active and ongoing work in raising the profile of the school within the school community, wider Copenhagen, the private and business communities, the country and overseas
- Active participation in the development of close links with other schools within the international and the Copenhagen communities
- Ensuring that parental interest and participation in the school is encouraged and parents have high levels of confidence in the school.

SCHOOL

- Continued active development of and support for a whole school culture which acknowledges the unique roles and methodologies of the individual sections of the school, whilst demonstrating a consistency of approach and philosophy, continuity of curriculum, smooth student transition, and the undertaking of cooperative and joint activities across the school
- Modelling the core values of compassion - integrity - creativity - inclusion - growth in pursuit of the vision and mission of the school.
- Ensuring that the strategic goals are realised.

Salary & Benefits

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

Application instructions found on the final page of this announcement.



Mission & Vision

EDUCATING CHAMPIONS OF A JUST AND SUSTAINABLE WORLD

Learning to build community. Copenhagen International School will develop the potential of each learner by offering educational excellence in a stimulating environment of cultural diversity and mutual respect.



Overview

We teach the International Baccalaureate program that helps us all become well-rounded global citizens. And as a school, we strive to educate champions of a just and sustainable world.

We give our students an education consisting of a wide range of academic courses and focusing on personal development. The International Baccalaureate program is universally recognized, making it the preferential program for students who have come from or will later relocate to other international schools. The program allows your child to quickly adapt to their new school curriculum and setting.

We are one of the first 5 founders of the International Baccalaureate. Global citizens since 1963.

As an International Baccalaureate school, we offer student-centred and inquiry-based learning to children from the age of 3 to the high school diploma. With an eye on sustainability and creativity, we help our students grow by encouraging active community service. With impressive results.

Accreditation

CIS is fully authorized by the International Baccalaureate Organization (IBO) to deliver the PYP, MYP and DP programmes. Furthermore, CIS is accredited by the New English Association of Schools and Colleges Commission on International Education (NEASC/CIE). The school is also a member of the Council of International Schools.

Curriculum

The school model gains coherence through the work of the Educational Programs team and regular meetings between operational and academic leadership Associate Directors of Educational Programs ensures effective curriculum implementation, assessment practices and professional development opportunities. The divisional administrators and teacher leaders meet throughout the year to share best practices, align student reporting methods, and develop new initiatives.

Parents

Our parent community is an integrated part of who we are. We cherish that parents feel connected to our school and believe a strong parent community creates a safe, caring and warm school environment. Our Parent Teacher Association play an indispensable role in our community: They welcome new families, organise events, and are very active contributors.

Community

CIS serves local and expatriate families from 82 different countries. Parents of our students are employed by large companies and government agencies with a minority being self-employed. It is a mobile community; the majority of students attend CIS for between 4 and 5 years. Our largest national groups are American (20%), British (10%), Danish (20%). The school is in its 57th year of operation.



Governance

The Board of Governors of CIS acts as the legal authorizing body of our school and operates in line with the school's constitution. The main role of the Board is to support and promote the vision and mission of CIS. In addition, the Board strives to ensure the fiscal health of the school and maintain good governance and risk management. The Board plays an advisory role to the Director of CIS, and delegates the day-to-day administration and operational decisions to the Director.

The Board consists of elected and appointed members, primarily parents of students enrolled with the school. The Board strives for gender balance and diversity of cultural background, skills and experience. All members are volunteers.

Strategic Plan

The Board drives the creation of a strategic framework, in collaboration with contributions from our school community. In May 2020, the Board approved a strategic plan for 2020-2025 that focuses on four major goals: Pursuing educational excellence, Nurturing our community, Empowering responsible world citizens and Sustainability in practice. The Board has overarching responsibility to ensure that these strategic goals are being operationalised and implemented well.

Arts, Athletics, & After School Activities

THE ARTS

We help our students unfold their creativity and artistic potential

Music

We teach your child processes that are used in creating music. We explore music through different mediums such as singing, songwriting and playing instruments. This allows students to find their calling in the rehearsal room and the theater.

We teach music of various styles, cultures and times which gives us inspiration to compose our own works, to express our feelings, our experiences or our imaginations.

Composition takes children through the artistic process, from idea to post-performance. Our music students plan and organize, create and refine, practice and perform.

Drama

We explore different ways to convey meaning, opinion and ideas through performance. Our goal is to develop students' imaginative skills and teach them what goes into great performance. Collaboration is an important element of drama which is why we emphasize sharing, negotiating and collaborating in large and small groups.



We are a proud member of the International Schools Theatre Association which produces numerous theatre events every year. Through the association, we normally attend four drama festivals each year and get to witness prominent drama productions.

Visual Art

Our students learn how to create art projects in multiple genres as well as the historical and theoretical aspects of art. Our teachers are experts in the field and show guide students to explore different art forms and how renowned artists create works of art work.

SPORTS

Inclusive, competitive and enjoyable sports help our students build bonds and communities. We want to challenge your child and share the fun.

A healthy environment is a fun environment. We offer an inclusive and competitive in-school and after-school sports program. We want our students to learn

- Commitment, self-reliance and teamwork while having fun playing sports
- The importance of an active, healthy and balanced lifestyle
- A passion for sport that promotes a positive and inspiring school environment

Our sports practice and play are both in school and outside school. Our athletes regularly compete abroad, which allows teams to bond while experiencing new countries.

AFTER SCHOOL

We are proud to have so many students who want to explore activities outside the classroom. We offer numerous after school activities to students who wish to continue exploring what they already have experience with or take up an entirely new hobby. Activities are a great way to have fun, make new friends and feel good.

- Over 20 music classes from piano, violin and woodwinds to guitars, drums and brass
- Inclusive sports
- Individual sports like swimming, track and yoga.
- Over 20 activities ranging from art, dance and drama to coding, gaming and boat building.
- Mother Tongue Program



Volunteering

Our students take responsibility and connect with people less fortunate worldwide

TEAM PERU

We helped build the original Mama Cocha Center in Los Oreganos; a home for special needs, abused and abandoned Peruvian children, victims of the village's high unemployment rate, rife alcoholism and lack of water supplies. We helped change these circumstances by providing water resources, psychology and physiotherapy help. This made the center achieve its mission, and the children have been re-integrated back into their family homes.

THE TALENTED WOMEN'S CLUB IN GHANA

We work with uneducated Ghanaian women who are vulnerable, socially and financially, and who helped us create the Talented Women's Club. Donations goes towards developing businesses and group projects such as chicken production and farming. We use microcredit for community development to empower women as positive role models. This allows women, who aren't eligible for bank loans, to borrow on trust. And it works.

THE SHANGHAI ROOTS & SHOOTS MILLION TREE PROJECT

We fight climate change by supporting this project that plants oxygen-producing trees. Roots & Shoots was founded by Jane Goodall to involve children and young people from preschool to university age to work on environmental, conservation and humanitarian issues. Our students and community have already enabled 2,000 trees to be planted in China.

The School

Early Years

We create a nurturing environment that inspires a love of learning in our students.

Our program cultivates joyful learning experiences which lead to the development of lifelong learners. We incorporate play into the program because it teaches our students social skills such as being respectful, making friends, collaborating and self-regulation. Play also teaches literacy skills and expands their vocabulary through storytelling and imaginative dialogue.



We have well equipped classrooms, shared open spaces, a safe rooftop playground and a greenhouse which serves as an outdoor classroom. Our learning spaces are developmentally appropriate, and we design them to be open ended, inviting and to pose learning challenges.

Our partnership with parents provides care and support for our students' learning. We build community through our interactions and collaborative learning activities with parents. These relationships and experiences help promote a sense of belonging and community, which is at the heart of our program.

Primary School

We support the social and emotional development of our students and improve their academic skills.

We recruit our teachers from all over the world for primary school to ensure the best setting for your child. Our teachers are the best in their individual fields and are devoted to teaching your child to become an inquirer, be creative, work individually, and in groups.



Our students learn through play, and we value time spent on the playground. It is our experience that students learn necessary skills such as listening, sharing, and collaborating through play and creative tasks, not only academic learning.

Our primary students learn the value of contributing from an early age. We teach them what they can do to help change this world for the better through our curriculum, field trips and other projects.

We encourage students to partake in our afterschool activities such as sports, drama and visual arts. These classes allow them to find their individual interest in subjects outside academics, which we believe are important in the creation of a well-rounded person.

Secondary School

Our students focus on academics as well as the personal and learning skills needed to be contributing members of a community.

We believe that building relationships is important for children, and that this inspires academic and personal excellence. Key to learning is a partnership between students and supportive adults – it is this partnership that creates a sense of belonging and philosophy that all students can be successful given the right tools and conditions.



Our students continue to cultivate the development of lifelong learners. Our program provides students with stimulating and challenging learning experiences, both inside the classroom and associated activities. Students participate in a broad range of subjects with the opportunity to develop their personal skills, including physical, technical, literacy, numerate, creative, and experiential. Our goal is to provide every student with the opportunity for personal success through exploration and self-reflection.

Students learn in a positive environment that meets their current needs and prepares them effectively for their future educational and career choices.

The International Baccalaureate programs are the perfect fit for students who want to learn a demanding and diverse curriculum in an international environment. We are proud of our students' excellent examination results and believe that the International Baccalaureate programs contribute to this high standard.

Our students establish diverse activities such as sports and debate clubs outside the classroom. They discuss global issues such as poverty, equal rights, and environmental issues in these forums. We commend our students for these activities and support their active and ambitious spirit.



We also host social events for Secondary School students. These events help create a framework where students can socialise outside the classroom. There is great value in this as students build relationships that last once they have graduated.

Campus

Located in Copenhagen's new Nordhavn district, the modern educational architecture is designed to link the school premises with the public sphere in the urban environment and give the school an open ambience. The promenade outside the school will become an urban port-side space providing opportunities for relaxation and various activities. The 25,000 m² school building is Copenhagen's largest school.

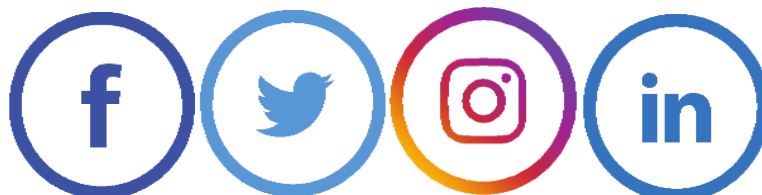


The school building's unique facade is covered in 12,000 solar panels, each individually angled to create a sequin-like effect, which supplies more than half of the school's annual electricity consumption. With solar panels covering a total area of 6,048 square meters, the project is one of the largest building-integrated solar power plants in Denmark. In addition to contributing to the school's green profile, the solar cells also form a permanent part of the school's curriculum, allowing students to monitor energy production and use data in physics and mathematics classes.

The main school building is subdivided into four smaller “towers”, ranging from five to seven storeys, each specially adapted to meet the needs of children at different stages of development. The subdivision of the school into four units facilitates community, identity and easy wayfinding. All four school units are built on top of the ground-floor base, which includes a foyer, sports facilities with large windows to the water, a canteen which features bleacher-style seating, a library and performance facilities. The base includes a common roof terrace which functions as a school playground for the whole school. The elevated school playground provides a secure environment, which prevents students from coming too close to the water or from straying off the school premises. Three floating classrooms to provide an “aqua learning” and water-sports training space.



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Fast Facts

Year Established	1963
Accreditation Agency	IBO, NEASC/CIE
School type	private, coeducational, college preparatory, day school
Total Enrollment	900
Early Years Enrollment	54
Primary School Enrollment	345
Middle School Enrollment	188
High School Enrollment	313
Average Class Size	17
Student Age Range	3 - 18
Average % Home Country Nationals	22%
Student Nationalities	84
Percentage of Annual Student Turnover	25%
Number of Faculty	170
Faculty Nationalities	32
Percentage of Annual Faculty Turnover	8%
Tuition (2020 - 2021)	\$17,000-24,000 (USD)
Annual Operating Budget	\$25million (USD)

Application Instructions

Effective Date: July 2022

Application Deadline: August 20, 2021

Pauline O'Brien, Director of Administrative Searches & Governance Services, will serve as the lead consultant for Copenhagen International School 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 no longer than two pages, along with your CV (please do not send a CV that has your photo*) to execsearch@iss.edu. You will be contacted by Ashley Wotowey regarding the next steps.

Our considerations:

- International Schools Services (ISS) is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Hiring is contingent upon a successful background check.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as International Schools Services (ISS) and Copenhagen International School reserve the right to close the selection process at any time.

* 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>.

