

Leadership Search



Elementary School Principal NOVA International School *Skopje, Republic of North Macedonia*

Application Deadline: December 17, 2021
Start Date: August 4, 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

The successful candidate will be an outstanding lower school leader (grades PK3-5) who uses his/her effective communication skills to achieve understanding of and commitment to all of the stakeholders representing the school community. He/she will bring their individual strengths to bear on ensuring that the school delivers on its vision, mission and beliefs, and on the strategic school improvement plans. Experience in guiding collaborative teacher teams to desired outcomes, and faculty professional growth are essential to the success in this position.

The school will be transitioning to the PYP curriculum in the near future. The ES principal would be a key person to ensure the smooth transition and ensure that the division is meeting all the requirements for the authorisation.

Duties & Responsibilities

- Support and promote the school's mission and vision
- Implement the School's professional growth policy, through formal and informal appraisal and feedback
- Promote and oversee professional development (PD) opportunities for staff, including new faculty orientations and faculty-wide PD days
- Proactively support the development of positive behavior and deal with discipline issues
- Update and enforce school policies
- Oversee and help design the ES master schedule, after school activity program and events calendar
- Liaise with the ES Curriculum Coordinator to monitor, evaluate and develop the curriculum
- Participate in every step of ES faculty and staff recruitment
- Develop and oversee the ES budget, in conjunction with the Business Manager
- Review results of student learning (grades, standardised test results and other relevant data)
- Provides leadership and support with the school's (re)accreditation efforts related to the IB, especially PYP implementation, and MSACS
- Monitor and evaluate the quality of the physical learning environment, advise on improvements supported by the Facilities Manager
- Support the admissions team in new student recruitment and new family orientation
- Communicate with stakeholders regularly, using the school's various communication channels. Maintain an active relationship with PTA
- As part of the Crisis Management Team, assist in the maintenance of an orderly, safe and secure campus environment
- Perform other duties assigned by the Director

Skills, Experience & Attributes Sought

- A love of children
- A growth mindset and an optimistic worldview
- Can develop a culture of listening, understanding, and collaborative groups
- Excellent communication skills
- Excellent writing skills
- An approachable interpersonal style
- An understanding of technology integration in an elementary school setting that includes early childhood
- An understanding of design of learning spaces and scheduling
- Patience and flexibility
- A sense of humor
- A strong work ethic
- Ability to organize and follow-through on complex tasks in a timely manner
- Ability to grow and develop the school community based on positive relationships with parents, staff and community members

Academic & Professional Qualifications

The successful candidate will have:

- Training and leadership experience in one or several of the stated international programs, such as IB PYP
- Graduate degree in education, specifically in the area of Educational Leadership
- Proven track record of success as a school leader and educator
- Extensive experience working in a culturally diverse school environment
- Experience in building and cultivating teams

Salary & Benefits

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

Application instructions found on the final page of this announcement.

The School

NOVA International School is an independent, university-preparatory, coeducational, day school that offers an educational program from prekindergarten (2.5 year olds) through grade 12. The school was founded in 1997, and the campus is situated in a residential neighborhood near the city center.

Mission, Vision & Core Values

Mission

Seek self and others, in heart and mind, unafraid of the possibilities.

Vision

to nurture our learners' creative strengths and dispositions that enable them to thrive. to engage learners in a life of passionate pursuits. to help learners find their own sense of purpose.

to prepare learners for a life where they design, co-create, share and accomplish their goals.

to launch learners into society armed with their passions and dispositions, skills and abilities to learn, to affect positive change.

School Beliefs

1. We are a community of learners where education is the collaborative endeavor of everyone involved, our students, parents, staff and teachers (we are united by a common journey)
2. We believe in nurturing a growth mindset in every learner, giving rise to an endless potential of our members, and to the collective strength of our community (we have growth as our destination)
3. We provide our learners the tools necessary to engage in a life of passionate pursuits, with authenticity and integrity (we are true to self...)
4. We believe that our learners are best accountable to one another when treated with dignity and respect (...and accountable to others)
5. We believe that learners thrive in a safe and nurturing environment, facilitated by caregivers who are competent leaders and exemplars of learning and teaching (we understand leadership as everyone's responsibility)
6. We believe that our learners should understand diversity in all its local and global contexts, and engage in shaping a better common future (we believe diversity is what makes the whole greater than its parts)



Overview

NOVA International School is recognized as the leading international school in North Macedonia; a diverse school primarily serving the international community in Skopje, as well as local families with a global outlook, who represent the local diversity found here.

The school prepares its students to attend universities worldwide. NOVA understands that student health and safety is an important precondition to learning. The school empowers learning through caring and well trained educators. Teachers come from twelve different countries and they bring a truly international world of ideas to the school. NOVA continually works to ensure that its programs and curricula are evolving, in tune with a changing world.

NOVA's students come from more than 45 different countries, and they help us create a multi-cultural context where ideas and learning can thrive.



History

- **1997** NOVA High School is founded
- **2000** NOVA High School's new campus is completed
- **2004** NOVA Elementary and Middle School opens. All NOVA divisions receive US and international accreditation through the Commission on International and Transregional Accreditation (CITA).
- **2005** All NOVA divisions receive US and international accreditation through the Northwest Accreditation Commission (NWAC).
- **2006** NOVA High School becomes an International Baccalaureate (IB) school, authorized to deliver the Diploma Programme (DP). All NOVA divisions receive the assisted overseas status (A/OS) from the US Department of State and a US Embassy representative joins the NOVA Advisory Board (NAB).
- **2007** NOVA unveils construction plans for a new campus which is to include a separate Early Education Center and Elementary and Middle School. NOVA accepts to serve on the International and Transregional Accreditation Committee of NWAC.
- **2008** NOVA becomes a full voting board member of the Central and Eastern European Schools Association (CEESA), the regional European association of US Overseas Schools assisted by the US Department of State.
- **2009** The Center for Differentiated Learning is formally added to the existing student support services at NOVA.
- **2010** NOVA opens the doors of its new Early Education Center and Elementary and Middle School facility.

- **2012** NOVA celebrates its 15th year anniversary with a gala event on its premises attended by around 1000 students, alumni, parents, faculty and staff, foreign mission and business community representatives. NOVA's Head of Schools is named Educator of the Year by The International Alliance for Women (TIAW) World of Difference.
- **2013** NOVA is the recipient of the International Cooperation award by the Academy of Central European Schools (ACES).
- **2014** NOVA reaches another milestone, the 600th student mark
- **2015** NOVA moves its US and international accreditation to the Middle States Association of Colleges and Schools - the Commission on Elementary and Secondary Schools (MSA-CES)
- **2017** NOVA successfully completes its re-accreditation efforts through the Middle States Association of Colleges and Schools, with the next accreditation team visit due before 2024. The school celebrates its 20th anniversary. The school grew to over 750 students.
- **2018** The school commences its plans for campus expansion with the construction of a Middle School extension, PE facility, black box theatre, and additional facilities, rounding off the full school campus

Campus

The school campus is composed of buildings dedicated to an Early Education Center, Elementary, Lower Secondary and Upper Secondary school. The outdoor spaces include three gated playgrounds, a small soccer field, a basketball court, and a large outdoor amphitheater. The entire campus offers wireless connectivity. There are five science labs, three art rooms, two libraries, two full-service cafeterias, two indoor amphitheatres, two music studios, two dance studios, a drama room, an elementary gym, and a design studio. The school uses an adjacent sports and recreational center for its physical education classes, bigger events, and competitions. The school uses university science facilities for advanced lab work.

The purpose-built facility is spacious and filled with sunlight and warm colors. Living trees and plants that change from season to season grow in gardens in the atrium and amphitheater area. The classrooms, corridors and public areas were designed to be provocative and challenging, inspiring students to explore and learn. The building is ecologically sound, including a green roof, a photovoltaic plant, with sustainable plants that use the rainwater, act as insulation, and cut down radiation reflected into adjacent classroom windows.



Community

Nova International School recognizes that teaching, learning, and assessment of that learning are fundamentally interdependent. The school is proud to be an evolving community, accepting change and eager to find new ways to shape the lives of all individuals within the community. Central to the school's mission is the commitment to growth, both individually and as a community.

The Parent Teacher Association's (PTA) mission is to build partnerships between parents, faculty and staff to support the school, to engage with the local community through charity, and create memorable and inspiring social experiences.

Administration

The school is advised by a nine-member School Board (two members are appointed by the U.S. Ambassador.) The leadership team includes the school's founder, Director, Division Principals, Business Manager and HR Manager. The school is also supported by a security team, facilities and ICT department, business and accounting office, administrative and admission office, and five counselors.

Professional Development

The professional development of all faculty and staff is highly valued at NOVA. The school plans for PD funds available for the ES and SS division for each school year. Aside from these ongoing training and workshops that faculty and staff attend in line with their growth plans and school strategies, a weekly slot for the professional learning community workshops is also available in each division. NOVA is also a member of the CEESA organization, offering many of the faculty and staff to establish long term relationships of cooperation and professional support with their counterparts from the other CEESA schools, as well as utilizing CEESA's many PD opportunities.

Accreditation, Authorizations & Affiliations

Accreditations and Authorizations

- [Middle States Association of Colleges and Schools](#)
- [International Baccalaureate Organization](#)
- [College Board](#)

Affiliations

- [Central and Eastern European Schools Association](#)
- [US Department of State Assisted School](#)
- [Northwest Evaluation Association](#)

Curriculum

Elementary School Curriculum

Pre-Kindergarten (3 and 4-year olds) curriculum is a play-based curriculum learning environment. PK4 students also experience learning that prepares them for the next stage, kindergarten. The elementary school uses the American Education Reaches Out (AERO) Standards, which are aligned with the US Common Core State Standards for Literacy and Numeracy. The school uses the International Primary Curriculum (IPC) Standards for Science and Social Studies. Specialty classes, such as Art, Music, Dance, and Physical Education are included for students in grades K - 5. Art and Music are taught and assessed based on the AERO standards, Dance based on McRel standards and P.E. based on the SHAPE America's National Standards. Macedonian classes are offered K-5 for Macedonian citizens, and a Cultural Studies class is offered for non-Macedonian citizens where students learn more about the diversity of each other's cultures.



Secondary School Curriculum

The Secondary School offers the IB Middle Years (MYP) and Diploma (DP) Programmes. Macedonian Language classes are offered in grades 6-12, and foreign languages are part of the curriculum for grades 6-12, including: French, German, and Spanish.

The school uses Measures of Academic Progress (MAP), as well as the PSAT 8/9/10/11, to benchmark academic achievement and growth. The Center for Differentiated Learning (CDL) offers support for classroom integration of children with IEPs and pull-out interventions tailored to their specific needs. After-school activities are offered to all grades in sports (soccer, volleyball, basketball, baseball, tennis, cross-country, swimming), arts (drama, band, choir, ballet, hip hop), languages, math, science, robotics, knowledge bowl, and speech/debate. The school is home to SuperNOVA athletics; grades 6-12 participate in CEESA events and sports. The majority of NOVA graduates matriculate to higher education institutions in EU countries, the US, and Asia/Australia.



Technology

NOVA is a Bring Your Own Device (BYOD) school for Secondary and has laptops and tablet carts available for Elementary students.

The school is also a Google Apps for Education school and provides all students starting from Kindergarten with a NOVA email account to use in and outside campus for educational purposes. The school utilises SeeSaw (Elementary)/ManageBac (Secondary), as its learning management system, and Alma, as its school information system, for monitoring student engagement and progress during class. Parents can use these platforms as a means of communication between them and the school. Parents can also monitor their child's academic progress and activity.

Arts, Athletics, & After School Activities

NOVA believes that there is more to school life than academic study, namely that a well-rounded education cannot simply be accomplished in the classroom. Therefore the school offers a diverse and challenging extra-curricular program to students, with opportunities for enrichment, skill development, and personal growth beyond those available in the classroom.

After School Activities

[After School Activities Program](#) (ASA) covers a variety of non-competitive sports, games and activities offered to all NOVA students, intended to meet their interests and needs. Its purpose is to improve young people's motivation, increase self-esteem and confidence, develop new skills and ultimately help them become better learners.

SuperNOVA Athletics and Activities Program

[SuperNOVA Program](#) offers competitive athletic and academic opportunities for Secondary school students, divided into Fall, Winter and Spring season. Participation in SuperNOVA Program is inclusive of all students fully enrolled in grades 6 - 12, but is considered a privilege for students with acceptable academic and disciplinary standings.

As a full CEESA member (CEESA - Central and Eastern European Schools Association), NOVA sends SuperNOVA teams to international CEESA tournaments and events, and hosts several of them throughout the school year.



Grade Level Overviews

Early Education Center and Elementary School Overview

NOVA Elementary School is an independent, co-educational international school, made up of grades PK3 through 5. In line with the vision for the whole school, NOVA aims to nurture their learners' creative strengths, encourage them to find their own sense of purpose, and pursue their passions, while preparing them to accomplish their goals and affect positive change in society. The students come from all around the globe as well as North Macedonia. The same can be said of the faculty, which is made up of both highly qualified and experienced international and host-country teachers. All instruction is delivered in English with the exception of Macedonian Language being offered to Elementary students too. The curriculum is based around the child-centred [International Primary Curriculum](#) (IPC) which is used by over 1000 schools worldwide. The school also uses the US Common Core Standards as a reference for both Literacy and Numeracy. They get weekly instruction in Art, Music, Dance and Physical Education.

NOVA's youngest learners grow and make meaning through the [International Early Years Curriculum](#) (IEYC). This internationally recognised curriculum was developed with global best practice and the developmental needs of 2–6-year-olds in mind. It supports key areas of learning through holistic enquiry and play-based approaches.

IB MYP Program Overview

The Middle Years Programme at NOVA is a rigorous, research backed program that encourages inquiry thinking skills and prepares students well for the IB Diploma Program. The MYP focuses on conceptual understanding and develops students' Approaches to Learning skills (ATL) through global contexts. Students in this program take courses from each of the eight subject groups ensuring a well-rounded education. Each year of the program students will experience a minimum of one interdisciplinary learning experience. Students are also expected to be active participants in the community through Service as action projects. The program culminates in the personal project, an individual student project that allows students to showcase their ATL skills and personal learning passions.

IB DP Program Overview

The IB Diploma Programme is an academically challenging program that prepares 11th and 12th graders at NOVA for the academic rigor of university studies and beyond. Diploma candidates select six courses at either higher or standard level in each of the five groups, thus ensuring breadth of experience in the languages, social studies, the experimental sciences and mathematics. The program has three core requirements: the Extended Essay (EE), the Theory of Knowledge (TOK) course, and Creativity, Activity, Service (CAS). Students may opt for the Course candidacy pathway, rather than the full diploma. IB learners are often seen as avid inquirers, thinkers, communicators, risk-takers; they are knowledgeable, principled, open-minded, caring, balanced and reflective students. The program is taught over two years and has gained the recognition of many of the world's leading universities. NOVA offers a variety of subject choices in each of the subject groups. Course offerings may be subject to change, and an updated chart on offered courses can be found in the [IB handbook](#).

Fast Facts

Year Established	1997
Accreditation Agency	Middle States Association of Schools and Colleges (MSASC)
School type	Private; coeducational
Language of Instruction	English
Total Enrollment	785
Elementary School Enrollment	234
Middle School Enrollment	152
High School Enrollment	399
Average Class Size	18-20
Student to Teacher Ratio	4:1
Student Age Range	2.5 - 19
Average % Home Country Nationals	50%
Student Nationalities	45+
Percentage of Annual Student Turnover	<10%
Number of Faculty	109 full time, 7 part time
Faculty Nationalities	12
Percentage of Annual Faculty Turnover	<5%
Number of Board Trustees	7
Tuition (2021 - 2022)	4050 - 12850

Follow NOVA International School to Learn More



Application Instructions

Effective Date: August 4, 2022

Application Deadline: [December 17, 2021](#)

Pauline O'Brien, Director of ISS Global Recruitment, will serve as the lead consultant for NOVA International School Elementary School Principal search. She will be assisted by members of the ISS Administrative Search Team.

Instructions for Former Candidates

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit here is the [link](#) to get started! You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply to this position:

[NOVA International School Elementary School Principal](#)

Instructions for New Candidates

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. You are not required to pay for your profile in order to apply for this position. However, if you are interested in the \$75 candidate membership option, you can upgrade to a full membership at any time.

Once you are logged in, please select the following link to apply to this position:

[NOVA International School Elementary School Principal](#)

Instructions for ISS EDUrecruit Candidates

If you already have an ISS EDUrecruit account, [here](#) is the link to login.

Once you are logged in, please select the following link to apply to this position:

[NOVA International School Elementary School Principal](#)

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step in our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles. As such, we request the resume and cover letter you upload to your candidate profile not include your photo. *

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 apply as early as possible, as International Schools Services (ISS) and NOVA International School reserve the right to close the selection process at any time.

Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.

* 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. You can read more about our commitments [here](#).