

American Creativity Academy

Hawally, Kuwait



Assistant Superintendent of
Instructional Services

Deadline: Friday, November 30, 2018

The Opportunity

The American Creativity Academy has created a new position for a second Assistant Superintendent and is looking for an excited, energetic, and knowledgeable administrator to take on the role. The new Assistant Superintendent will join the leadership team to support our Superintendent and Assistant Superintendent, plus 9 principals and 10 assistant principals. ACA comprises three campuses and has a current enrollment of 4,550+ students from PreK-Grade 12 and 500+ staff. Our campuses are ever-growing, and we open new classrooms every year.



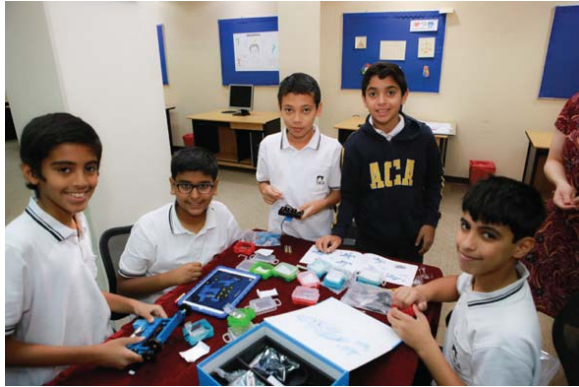
Mission & Beliefs

The American Creativity Academy is a private school that delivers a standards-based American curriculum within an environment in which Islamic values are respected and practiced. The school is dedicated to preparing students for university success.

CORE BELIEFS:

- Developing students' character with honesty, integrity and responsible behavior
- Partnership among parents, students and staff
- Students learn and thrive in a healthy, safe and caring environment
- Challenging students to think critically and creatively
- Developing the whole child intellectually, spiritually, socially and physically
- Preparing students to contribute constructively to a global society
- Effective communication
- Learning is a life-long process
- Inspiring excellence

The School



The American Creativity Academy (ACA) was founded in 1997. The school is privately owned and operated; the student body is composed mainly of Kuwaiti citizens whose mother tongue is Arabic. ACA offers an American college preparatory curriculum in English for Pre-K to Grade 12 and the IBDP in grades eleven and twelve. ACA has received dual accreditation status from the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools Council on Elementary and Secondary Schools

(MSA-CESS) since 2002 and has been authorized to offer the International Baccalaureate Diploma Programmed since 2008.

There are over 4,500 students dispersed over the three campuses. The campuses are minutes apart by car, located in suburbs of Kuwait City. The ACA Girls' and Boys' Campuses are in Hawally and the newest campus is in Salmiya. The ACA Boys' Campus encompasses students in KG (three, four, and five-year old's in a co-ed environment) and boys from grades one to twelve (2000+ students). The ACA Girls' Campus encompasses female students from grades one to twelve (1500+ students). The Salmiya Campus encompasses students from KG (three, four, and five-year old's in a co-ed environment) and gender separated classes in grades one to seven (1100+ students).

ACA is governed by a Board of Trustees (BOT). The BOT meets approximately four times per year. The Superintendent attends all BOT meetings, is responsible for the creation of the agenda, calls the meetings, and supervises the minutes are kept and dispersed to members.

FACULTY AND STAFF

ACA proudly employs over 360 staff members from over thirty nationalities. Our overseas faculty is primarily recruited from the United States and Canada. They hold degrees in education and are certified by North American certification boards.

The faculty and students maintain a very collegial and friendly relationship. Most of our teachers interact with our students beyond the school day in clubs, after-school activities, intramural sports, academic games, and a variety of other activities. Teachers are expected to provide extra assistance to students who need help with class work or assignments.



ACA provides full-time specialists in the educational areas of physical education, computer, art, Arabic, Islam, life skills, and foreign languages. Our specialist team also includes: counselors, college counselors, nurses, librarians, and English as a second language (KG–elementary) and learning center (elementary) professionals.

CURRICULUM

The school offers an US standards-based curriculum, which is comparable to a general academic college preparatory school curriculum in the US. Students in grades eleven and twelve have the option of participating in the IBDP. The school's testing program includes the Measures of Academic Performance (MAP) in grades three to eight; the Pre-Scholastic Aptitude Test (PSAT) and the Scholastic Aptitude Test (SAT I & II). English is the language of instruction; Arabic and Islam are compulsory for Muslim Arab students. Teachers use Rubicon Atlas as a curriculum mapping software.

ACCREDITATION

ACA is happy to announce 10-year re-accreditation, awarded by CIS and MSA. ACA is also accredited by the International Baccalaureate Organization (IBO), making it an IB World School.

The American Creativity Academy was awarded dual re-accreditation status by the Council of International School (CIS) and the Middle States Association of Colleges and Schools (MSA) in December 2012. ACA was also awarded re-accreditation by IBO in 2015.



ACTIVITIES

Team sports (including volleyball, basketball and soccer) are offered for both girls and boys on a junior varsity and varsity level. The American Creativity Academy is a member of the Kuwait Schools Activities Association (KSAA). Students in high school and middle school are offered opportunities to interact with students of international schools in a variety of interscholastic athletic and academic activities.

Non-athletic activities include opportunities to participate in student government, academic games, and Model United Nations. The core curriculum is supplemented by special activities made available each year and generated by faculty and student interest. Examples of clubs/activities offered include swimming, table tennis, photography, cartoon drawing, chess, cooking, etc.

CAMPUSES

ACA Boys

The American Creativity Academy is located in Hawalli, a popular shopping district within Kuwait City. The school is positioned close to the junction of the Fourth Ring Road and the Fahaheel Expressway in a densely built up residential area.



The Boys' Campus is a large compound that holds classes for students in kindergarten (coeducational) all the way up to grade 12. The kindergarten, elementary, middle and high schools all have their own unique building and attributes. Each classroom throughout the compound is well equipped with a smartboard and abundant space and resources that support learning and teaching. Students have the opportunity to display their kinesthetic abilities on the regulation-sized artificial-turf soccer field (positioned at the back of the campus), in one of the three shared courtyard spaces, and on the regulation-sized basketball court (located in the high school building). The Boys' Campus also contains two spacious libraries that students can readily check out books or use as an area for study. Adding to this learning environment are the well-maintained science labs that aid science experiments and research, art rooms, and computer labs across all divisions.

ACA Girls

The Girls' Campus of the American Creativity Academy is located on Al Muthana Street, which was the original campus for all ACA students before our successful expansion enabled our school to branch out into new locations to accommodate our increasing student population.



The Girls' Campus is a busy hub of activity for over 1250 female students, from grade 1 to grade 12, where our youngest girls can be found on the ground floor and our oldest on the third. The positive energy in the air can be felt as the students move between classes and stop by their lockers, passing by the many features found on the large site.

The main door of the Al Muthana location opens up to a large reception area monitored by 24-hour security. Inside the lively walls of the campus, you will find an auditorium and a large cafeteria, two welcoming libraries, and a well-appointed nurses' office. The school offers plenty of shaded

outdoor recreational space, including a central courtyard for open-air assemblies, regulation-sized soccer/basketball court, outdoor seating and picnic tables, and slides, swings, and climbing equipment for fun-filled recess breaks. The newest addition of a “Garden Oasis” is a special place for students to enjoy their time between classes, or for teachers to utilize to hold class in a relaxed and soothing environment.

Elementary and middle/high school students each have their own exclusive physical education facilities, including a large swimming pool that regularly hosts swimming classes for students and after-hours recreational time for the staff. Elementary, middle school, and high school each have their own dedicated science laboratories, computer labs, and large art rooms. Keeping with our traditional values and commitment to the Islamic faith, the Girls' Campus has three prayer areas for students and staff.

Position Overview

The role of the assistant superintendent is a direct supervisory role of principals and directors. The position reports directly to the superintendent and also has project management and team management responsibilities. This position is a “working” role consisting of the development of detailed reporting, strategic planning, accounting of financial obligations, in addition to key strategy development. The role is the most senior role in the organization and holds responsibility for executive decision-making when the superintendent is out. Representations of the organization throughout the international school community 5-6 times per year is expected.

GENERAL RESPONSIBILITIES:

1. Oversees the development and implementation of the school Strategic Plan.
2. Development of the curriculum in coordination with the teaching staff.
3. Leads the CIS / MSA Accreditation / re-Accreditation process.
4. Oversees the Professional Development of staff.
5. Assists in the supervision of the operations of the school consistent with existing agreements, ACA Policy Manual, Kuwait Labor Law and administrative procedures.
6. Coordinates the design, development, implementation and evaluation of instructional programs and services throughout the school.
7. Emergency Response Team Coordinator for the Boys' Campus.
8. Acts on behalf of the Superintendent in his/her absence.
9. Supervises the IB DP Coordinator, Coordinator of Arabic/Islam/Life Skills Studies, Community Activities Supervisors, Curriculum Coordinator, and College Counseling Center Coordinator.

Specific Responsibilities:

1. Assists in the recommendation, supervision, and evaluation of the principals/coordinators in assigned area.
2. Ensures the development of a logical, sequential program of studies to meet the various needs of the pupils enrolled in the school.
3. Develops procedures for implementation of innovative programs when reliable educational evaluation implies a need.
4. Monitors implementation of the total curriculum.
5. Participates as required in appropriate professional meetings and professional growth activities.
6. Utilizes assessment information in program development and improvement.
7. Provides leadership for development, implementation and approval of School Improvement Plans.
8. Develops and recommends policies and administrative procedures to assure effective implementation of the curriculum, consistent discipline and maintenance of a safe, orderly environment.
9. Serves as a member of the Administrative Council.
10. Provide mentoring and coaching for staff under his/her supervision.
11. Performs such other duties as assigned by the Superintendent.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Qualified candidates must have a master's degree in Educational Leadership and Administration/Superintendent Certification, and previous central office experience and supervision of principals is preferred. 5+ years as a principal, and minimum 4+ years longevity in a previous role of similar position.

Language Skills:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Certificate/License:

Certification in Educational Leadership / Administration

Reports To:

Superintendent

Salary & Benefits

The initial contract length is 3-years. Salary is dependent upon years of previous experience and educational credentials with the initial 32,000 KWD minimum annual base salary. Additional compensation includes settling-in allowance and excess baggage allowance (first year only), as well as yearly allowance stipends for housing, professional development, and phone. Yearly round-trip air tickets, health insurance, and school tuition provided for the candidate and two dependents. Contact bonus and yearly indemnity is also granted. Kuwait is a tax-free country that is centrally located in the region. ACA has a North American school calendar with a 10-week summer holiday.

Application Instructions

Effective date: August 15, 2019

Application Deadline: Friday, November 30, 2018

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the American Creativity Academy Assistant Superintendent of Instructional Services search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is Friday, November 30, 2018.

Please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV, both in PDF format to bpfannl@iss.edu and copy 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 ACA reserve the right to close the selection process at any time if an ideal candidate is found.

