

Leadership Search



Director American Embassy School *New Delhi, India*

Application Deadline: February 17, 2023
Start Date: July 2024

The Position

Overview

The American Embassy School in New Delhi seeks an experienced and visionary educational leader to join their community as Director starting in July 2024. The next permanent Director must deeply understand best practices and research in education to ensure an impactful program and prepare future-ready students. The successful candidate will be able to articulate a vision for academic excellence and ensure the implementation of a program characterized by both inspirational and measurable outcomes. Candidates for this role should possess the wisdom and compassion to lead a truly global community that celebrates all constituencies' interconnectedness and diverse identities.

Duties & Responsibilities

- Work closely with the AES Board of Governors to build a true partnership in governance, strategy, and leadership
- Recruit, supervise, and mentor a global community of administrators, educators, support staff
- Budget oversight and business acumen, including marketing, human resource development, and financial management
- Represent the School with all local and international constituents
- Work closely with U.S. Embassy representatives and government officials
- Oversee enrollment strategies, including growth and financial management
- Create, promote, and uphold a shared vision within a diverse school community

Skills, Experience, & Attributes Sought

- Visionary, strategic, innovative, and forward-thinking educational leader
- Leads with integrity
- Financial acumen
- Ability to make tough decisions and follow through
- Includes students and community in decision-making when possible
- Willing to make a long-term commitment
- Experience as a PreK-12 school leader at other international schools
- Listener, collaborator, multicultural competency
- Open-minded, warm, respectful, caring, and approachable
- Experience with the execution of a campus master plan
- Excellent oral and written communication skills
- Skilled diplomat within and beyond the school community
- Ability to build relationships and bring together all members of the school community
- Strong advocate of Diversity, Equity, Inclusion and Justice (DEIJ)
- Prioritizes the well-being of students, staff, faculty, and all community members
- U.S. Citizen

Academic & Professional Qualifications

- Prior executive leadership, governance, fiscal management, and culture-building experience in a well-established school and/or institution
- Experience and understanding of U.S. and International curricula, including A.P. and International Baccalaureate programs
- Advanced degree in Education Administration (Masters or Doctorate Degree)
- Extensive experience in Education, Management, and Leadership
- Experience and proven success with strategic planning
- Exceptional communication and public relations skills

Salary & Benefits

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

Application instructions are found on the final page of this announcement.





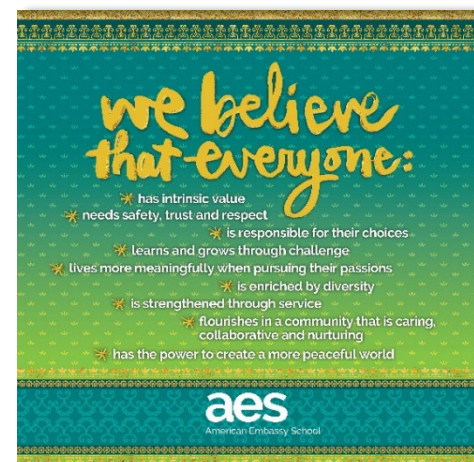
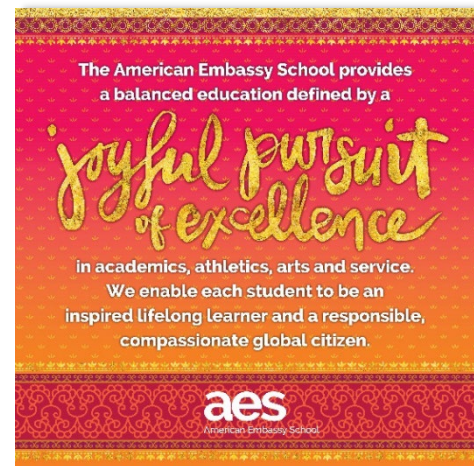
The School

History

The vision for American Embassy School was born when a small group of Americans living and working in New Delhi in the early 1950s decided to establish an American-style school for their children. One courageous teacher launched the program in a single classroom with 12 children spanning six grades. In 1960, the school changed its name to American International School to reflect the growing diversity of nationalities within the community. Shortly after, in 1963, the school moved to its current campus in the heart of the city's diplomatic neighborhood. In 1973 the school was renamed the American Embassy School (AES) in recognition of its affiliation with the U.S. Embassy in New Delhi. Thus began many decades of stability, growth, and innovation.

Today AES is a vibrant and diverse community of more than 70 nationalities. The school is committed to providing a balanced education defined by the joyful pursuit of excellence while intentionally nurturing a culture of belonging where every student can realize their unlimited potential

AES marked its 70th Anniversary in 2022 with a beautiful celebration that brought many decades of alumni back to campus with enthusiasm and affection that every AES Tiger can still experience today.



Administration & Governance

The Board of Governors is responsible for ensuring the American Embassy School lives up to its mission to encourage the joyful pursuit of excellence in all aspects of a student's education and the school community. The AES Board embraces best practices, ongoing development roles, responsibilities, and oversight. Typical for non-profit international school practices, the Board hires the school director, approves budgets and fees, and oversees fiduciary responsibility, ensuring overall financial stability for the school.



AES is governed by a nine-member Board of Governors, elected for two-year terms by the American Embassy School Association of New Delhi. Membership in the Association is automatically conferred on the parents or guardians of children enrolled in the school and includes teachers. Serving as the school's sponsor, the U.S. Ambassador appoints two non-voting members. The school director serves in an ex-officio capacity.

The health and stability of any board are measured by continuity of service and adherence to governance best practices. The AES board is committed to ongoing development and is currently renewing the school's strategic purpose to ensure AES remains an inclusive community and a school focused on whole-child teaching and learning.

Follow the American Embassy School to Learn More





The Academic Program

The [academic program](#) and student performance results earn recognition for AES as a top-tier school with a strong reputation. AES uses a standards-based curriculum and offers international, elementary, middle and high school programs based on the most dynamic aspects of a US education. At AES, learning is multidimensional. It involves developing deep conceptual understanding, high level of interdisciplinary competency, and embarking on a reflective journey towards self-discovery in the context of contributing to the good of a larger community. Parents love their children's learning results at AES and the love of India that shines through the school's culture. They also appreciate that kids love coming to school.

Curriculum & Accreditation

AES is fully accredited by the Middle States Association. The AES curriculum follows AERO standards that are based on US Common Core standards for Literacy, Social Studies, and Mathematics, while following the AERO [Next Generation Science Standards \(NGSS\)](#) for its Science instruction. Students also have the opportunity to pursue International Baccalaureate classes at the high school level. AES is currently looking at alternative programs and pathways in High School to provide diverse and innovative course options.



Learning Support

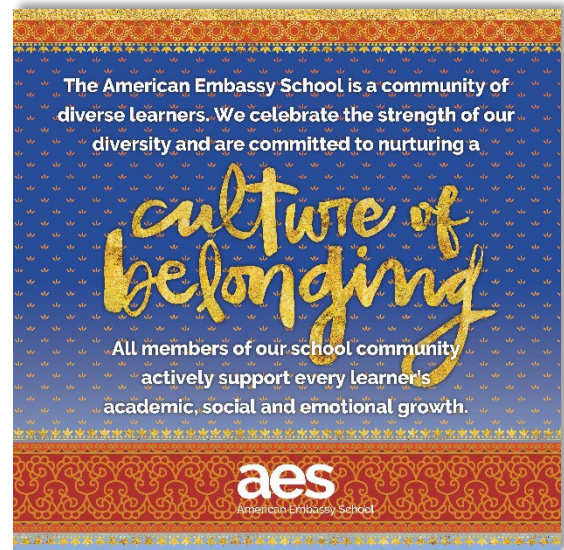
With a commitment to the growth of all AES students, the learning support program strives to assist the diverse learning needs of children with identified learning differences so that they may participate fully in AES' program. Learning support services for AES students in PreK-Grade 12 are

considered individually, developed by highly trained specialists, designed collaboratively with classroom teachers, and delivered in partnership with families. Essential services offered through Student Support Services include English as an Additional Language (EAL), School Psychologists, Counseling, Speech/Language Pathologists, and an Extended Services Program (ESP).

Commitment to Inclusion & Belonging

AES is a community of diverse learners. All school community members actively support every learner's academic, social and emotional growth. The school celebrates the strength of its community's diversity and is committed to nurturing a culture of belonging.

The AES DEIJ Team created an action plan in 2021-22 and is working with a consultant to refine and prioritize the plan. In Fall 2022, AES started a DEIJ guiding coalition that includes parents and students with a mission to draft a commitment statement.



Technology

AES believes the balanced, authentic, and intentional integration of technology empowers students and faculty and is a driver of AES innovation. It provides opportunities for voice, choice, collaboration, critical thinking, and content creation across grade levels and content areas.

AES also believes that a maker and researcher mindset empowers learners to explore, create, discover, and define their learning journeys. AES provides a 1:1 device program: iPads for E.S., MacBooks for M.S. and H.S., a great I.T. technical and teaching staff, including coordinators and teaching assistants in every division. Makerspace labs exist in all divisions to engage students' natural curiosity while working through the design cycle to create solutions to real world issues.



Arts, Physical Education & Athletics

AES provides all students with an extensive activities program that complements and supports the academic program by teaching students to persevere, work with others, and challenge themselves

through fair play and cooperation. The school offers a wide and diverse range of co-curricular program opportunities including team and individual sports, arts and after school clubs/activities.

Vibrant theater and drama productions are performed for the whole community in AES's 480 seat theater by each of the school divisions. Students work in ensembles and develop skills in leadership and teamwork while enjoying movement and creativity. AES believes in the importance of a quality music education as a crucial factor in the development of students and provides all students opportunities to explore a wide variety of instruments and participate in music classes, including Band, Strings, Choir, Guitar, Piano and Percussion Ensemble. Students also have the opportunity to express themselves through dance, photography, and visual arts.

The physical education program enables each student to understand, develop, and practice skills and behaviors necessary for leading a safe, healthy, and physically active lifestyle that promotes overall mind/body wellness. Students use these skills and behaviors each semester in several venues, including two gymnasiums, a 6-lane swimming pool, a climbing wall, two turf fields, or one of two E.S. playgrounds.

Character and leadership development are the cornerstone of AES Activities and Athletics. Whether its performing with other students on stage, addressing real community issues through one of our many service-learning programs, or contributing as a valuable member of an AES tiger athletic team, the positive youth development energy and spirit is evident every day on campus.



Service Learning

Enter to Learn. Leave to Serve. More than just the motto at AES, the words speak to the foundation behind the AES purpose for learning. Built upon a rich history of serving the community's needs, the service-learning program seeks to nurture reciprocal relationships, empowering AES students and stakeholders to act as change agents. By embedding service within the fabric of curriculum at all divisions through the 'Empathy to Impact' Service-Learning Cycle, service resides at the core of AES as a community of compassionate global citizens. Through service integration into curricular and co-curricular programs, the AES community is genuinely strengthened through service.



At AES service learning is a way for students to develop deep empathy and learn to take action to solve real-world problems while developing the academic skills necessary for future success. And indeed, the extended community is also benefiting. Over 75% of AES students and 90% of seniors participate in “meaningful service,” or a minimum of 10 hours over the course of a school year. AES service clubs work with local children, impoverished communities, human and animal rights, and environmental concerns. Additionally, a bespoke Minicourse program provides academic and direct exposure to

India to nurture a better understanding and appreciation of Indian culture, geography, and people. AES purpose is to welcome and support students who will serve and lead people in one way or another to make our world a better place.

Academic Calendar

The AES school year begins in August and concludes in late May or early June.

Elementary School



AES Elementary School aims to foster curiosity and responsible and caring global citizens. Children thrive in an environment that is warm, caring, and rich with resources and opportunities. Students engage in experiences that develop a strong foundation in academics, the arts, world languages, and physical education. From PreK to Grade 5 students are encouraged to pursue their passions, explore new ways of thinking, and discover multiple solutions to rich problems.

Based on research on the importance of reading, playtime and family time students are assigned “home learning” rather than “homework”.

Cultivating students with strong social and emotional skills is the Elementary School's essential focus. AES encourages a socially collaborative environment where students are viewed as thinkers who explore, make choices, and make mistakes as part of the learning process. The school's

approach to student behavior helps students understand how they can meet their needs using

various strategies to make appropriate choices. AES values a school community where all students feel safe, have a sense of belonging, and find success.

Middle School

Middle school years mark a time of significant intellectual, physical, social, and emotional transition. To assist students in their transformation from children to young adults, AES provides a purposeful and rigorous curriculum and co-curricular programs that support students' development and growth.

[Week withOut Walls \(WOW\)](#) is an experiential learning program designed for middle school students as an unforgettable experience exploring India's cultural and natural wonders. Participation in WOW helps students make new friends, expand their social groups, gain confidence and knowledge, while providing opportunities to learn outside the classroom and strengthen resilience and resourcefulness.



High School



AES offers a challenging university preparatory program which includes the International Baccalaureate program and limited Advanced Placement options. AES encourages students to pursue academic and intellectual interests beyond the classroom. Students have the opportunities to engage in service learning, internships, and online courses via Pamoja and Virtual High School.

Grades 9 and 10 provide a solid foundation for success for both the AES High School Diploma as well as the IB Diploma. Enrollment in IB and AP classes is open to all students. Most High School students graduate with the International Baccalaureate Diploma, and all find pathways to graduation that fit their strength, goals and interests. 90 percent of AES students report being admitted to a "best fit" university. This includes universities all over the world.



The Community

When asked what makes AES unique, AES families and faculty consistently emphasize ‘community’ as a hallmark of their AES experience. The AES community welcomes newcomers, values those who stay and offers cherished lifetime memories and traditions to those who must move on. In a world where differences can divide, the acceptance and support in the AES community is a positive difference-maker. Many families report that the hardest part of leaving was finding another school to match the family feeling of AES.

Students

Students across grade levels are articulate, intelligent, friendly, and confident. There is much appreciation for the intellectual strength in the student body and, importantly, a growing awareness of the importance of social-emotional support for all students. Students gush about their school: *“We love coming to school, we know what it is like to be new, and we work to make it simple to transition into AES.”*



There is abiding respect between teacher and child. Students see a balance between hard work and fun, saying, *“Our teachers are enthusiastic, and they are encouraging when we make mistakes. We learn from our mistakes.”* Another student said, *“I can rely on my teachers, even on the weekends!”*

Parents Association

Parent involvement at AES is welcomed and encouraged. The AES Parent School Association (PSA) is an active, engaged group dedicated to supporting AES students, families, faculty and staff. Throughout the year, PSA volunteers organize a wide range of activities, socials, coffees, and evening events, as well as fun and entertaining family holiday events that foster a sense of community and camaraderie. The PSA celebrates the diversity of AES through the hugely popular International Food Fair and celebrates local culture through the colorful and dynamic festivals of Holi and Diwali. PSA Grade Level Representatives facilitate communication between parents and the school. Newly arrived families are matched with veteran families, invited to “New to Delhi” coffee mornings and participate in Information Melas to learn about all Delhi has to offer. Volunteers run the Tiger Spirit Store which sells an enticing range of apparel, stationary, bags and accessories - many designed by students – to promote school spirit and support students in their academic, athletic and arts program.



Faculty & Professional Development

Professional learning is central to the mission of AES. It is the key to continuous improvement for teachers and success for students. The school is committed to teachers who are lifelong learners, who focus extra energy on adding to their toolkits and their capacities to create the most effective teaching and learning environments for all of their students. Teachers are supported through training that targets deeper learning in their content areas, effective teaching strategies, and methods for enhancing student well-being.



Teachers have access to personal-professional development funds each year to attend targeted conferences, graduate programs, or workshops, both virtually and in person. The Teaching and Learning team also brings consultants or research-based training to campus, for needs that have been identified within programs. The school is part of NESAC, *Near East South Asia Council of Overseas Schools*, which also sponsors professional development events, and often partners with other

regional international schools to learn more about successful teaching and learning strategies—all based on professional learning standards.

Child Protection & Student Well-Being Policy

“The American Embassy School seeks to be a haven for all community members. To meet this responsibility, the American Embassy School will implement educational programs for students and employees regarding personal safety, child abuse and neglect, and appropriate adult conduct with children. Furthermore, the School will implement and regularly review procedures, including hiring, security, and training practices, to ensure the safety of the children in its care. The Administration shall communicate this policy, appropriate guidelines, and educational resources to students, employees, parents, guardians, and parents/guardians of applicants.”



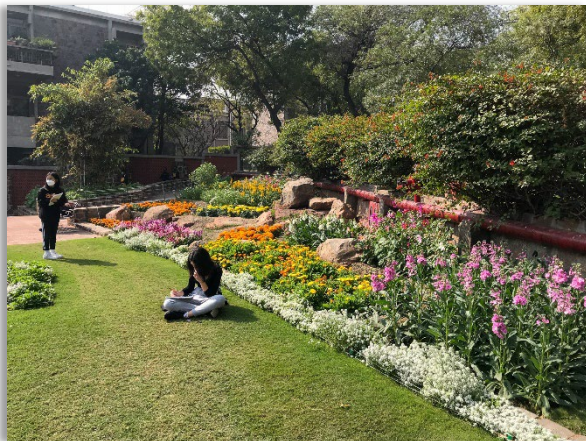


The Campus

Facilities & Premises

The American Embassy School hosts thirteen buildings over 13.2 acres. Each division – Elementary, Middle, and High School– has its own facilities with learning spaces and classrooms. Elementary has its own library, makerspace, and two playgrounds. Middle and High School share a library but have their own makerspace studios. There are three dine-in eating locations and two snack kiosks on campus.

The campus is beautiful in design, utility, natural landscape, and the arts. A walkabout on campus features open spaces with artificial turf fields, a modern swimming pool, play areas, tennis courts, and Indigenous and culturally inspired sculptures throughout walkways. Libraries, quiet workspaces, conference rooms, open and spacious classrooms, a fitness center, and gymnasiums all seem to settle nicely into the environment. There is on-campus housing available for the director and faculty.



Environmental sustainability

Environmental features at AES include:

Solar Panels	Sewer Treatment Plant (STP)
Rainwater Harvesting	LED Lights
Butterfly Garden	Compost and Recycling Center
Rewilding Projects – Indigenous Plants on AES Campus	

In 2015, the school installed Fresh Air Purification Systems (FAPS) throughout the campus. The system has 120 air-quality filters. Each filter has five layers of filtration to clean PM 2.5, PM 10, and volatile compounds. The target is a 70% reduction in the internal AQI compared to the ambient outdoor AQI. AES monitors the outdoor air quality constantly throughout the school day. Additionally, AES uses standalone air purifiers within their entire transportation fleet to improve air quality during children's commutes to and from school.

Living in New Delhi

Incredible India is a country you can really fall in love with. The world's biggest democracy and one of the oldest civilizations on earth, India has made significant contributions to arts, science, philosophy and, of course, food! The country has a diverse and multidimensional landscape that can be found nowhere else on earth.

One of the oldest cities in the world, Delhi is a major hub for political, commercial, and cultural



expression in India. As the nation's capital, New Delhi has a population of over 11 million and hosts a myriad of historical and cultural sites within the city, along with beautiful parks, delicious food and friendly people. A day or long weekend trip can bring you to the majestic Taj Mahal, the palaces of Rajasthan, or the beaches of Goa. New Delhi and India as a whole, have so much to offer!

Fast Facts

Year Established	1952
Accreditation Agency	Middle States Association (MSA)
School type	"American Style" International School
Language of Instruction	English
Student Age Range	3-18
Total Enrollment	1,051
Lower School Enrollment	468
Middle School Enrollment	244
Upper School Enrollment	339
Student Nationalities	70
Percentage Home Country Nationals	6.4%
Percentage of Annual Student Turnover	18%
Average Class Size	18
Student-to-Teacher Ratio	18:1
Number of Faculty & Staff	368
Faculty Nationalities	15
Percentage of Annual Faculty Turnover	Avg 12.6% (for the last 5 years)
Number of Board Trustees	9
Tuition (2022 - 2023)	USD 20,585-33,605
Annual Operating Budget (2022-2023)	USD 34.4 Million

Application Instructions

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the **American Embassy School | Director** search. She will be assisted by members of the ISS Leadership Search Team.

Interested candidates should apply through the ISS EDUrecruit portal, where you will be prompted to submit the following confidential materials by **February 17, 2023, | 11:59 pm EST**

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory references requests to your EDUrecruit profile from the last seven years, including one from your current post

Candidates New to ISS EDUrecruit, register for an account to apply for this position using this [link](#).

*To apply in EDUrecruit, click here: [American Embassy School | Director](#)

Candidates Already Registered with ISS EDUrecruit, log into your account [here](#). *

To apply in EDUrecruit, click here: [American Embassy School | Director](#)

*There is no fee to apply for this position. If you are interested in full candidate membership so all schools can access your profile, you can upgrade at any time for USD\$75. *

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the American Embassy School (AES) reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact execsearch@iss.edu.

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. Our screening process 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, and we also reserve 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.

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](#).