

## Leadership Search



### Head of Primary School Atlanta International School *Atlanta, Georgia USA*

Application Deadline: December 31, 2022  
Start Date: July 1, 2023

*Atlanta International School (AIS), a multilingual language immersion International Baccalaureate World School for 3K – Grade 12, seeks a dynamic leader to join their intercultural and globally minded team as the Head of Primary School. The next Head of Primary School will be an outstanding facilitator that uses play, inquiry, language, and culture to foster the joy of learning and a sense of belonging for every child. S/He will develop children's inquisitiveness, build their confidence, and inspire them to shape the world for the better.*

## The Position Overview

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The Head of the Primary School is responsible for the overall educational leadership and management of grades 3K to 5, whilst playing an active role in the 3K-12 Senior Leadership Team.

The Head of Primary position requires an exceptional educational leader, with well-developed written and verbal communications skills, capacity to build strong relationships, and a willingness to engage at every level with the local community. The successful candidate will be able to navigate complex cultures, demonstrate an international mind-set and have the intercultural competence to lead across differences with true compassion. The successful candidate will bring rich experience with national and international curricular frameworks, including the Primary Years Programme of the International Baccalaureate. Personal attributes expected include self-motivation, the ability to think both strategically and tactically, and the flexibility to successfully work within a diverse and demanding school environment. Highly developed technology and fiscal management skills are required to successfully manage and lead the Primary School. The Head of Primary School deputizes for the Head of School upon request and may assume other school-wide responsibilities as determined annually by the Head of School.

## Reports

The Head of Primary School will report to the Head of School.

## Duties & Responsibilities

- Brings a sound knowledge and understanding of early and late childhood development, keeping the student at the center of the decision-making process.
- Ensures that all Primary faculty demonstrate effective instructional and assessment strategies which measurably enhance student learning and promote the craft of teaching.
- Serves as a member of the school's Senior Leadership Team (SLT) and Education Council and participates in Board of Trustee meetings, school functions, parent meetings and other such occasions as appropriate.
- Develops and meets annual goals, discussed with, and set by the Head of School, in support of the school's overall strategic plan.
- Completes an annual written self-appraisal against these annual goals and job description.
- Develops and nurtures an internationally minded, balanced, academically rigorous, positive, and emotionally safe school climate.
- Collaborates with the Director of Operations and the Associate Director of Health Services to ensure the physical safety of Primary School students and faculty.

- Promotes and fosters cultural diversity and intercultural competence.
- Communicates and collaborates effectively to engage all stakeholders, thus promoting understanding, support, and continuous improvement of the school's programs and services in alignment with the mission, vision, and strategic plan of Atlanta International School.

### Skills, Experience, & Attributes Sought

- Demonstrated experience building high performing educational teams and leadership capability at the Principal and Department Head levels.
- Excellent interpersonal skills with the ability and desire to work collaboratively with the community of Atlanta International School and the wider community locally, nationally, and internationally. Intercultural competencies are key.
- Experience in several facets of the school accreditation process, for example as an accreditation team visitor and/ or a leadership role from within the school.
- Fluency in an additional language such as French, German, Spanish, Chinese is highly desirable.
- Experience working restoratively using Restorative Practices and/ or other related practices.

### Academic & Professional Qualifications

- A Master's Degree, or higher, in Educational Leadership, Curriculum Studies, or a related field.
- Certification Required.
- A minimum of ten years' teaching experience, with at least five in a senior administrative role at the Principal, Head of Division, Assistant Head or Head of School Level.

### 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.**





*Welcome! Bienvenue! Willkommen! 欢迎!*

## The AIS Experience

Atlanta International School (AIS) is different by design. Founded in 1984 and opened its doors to students in 1985, the school was the vision of local families and leaders who wanted a unique school experience in Atlanta. A truly inclusive, international, and engaging community, AIS develops courageous leaders, as early as 3K, who live and learn how to shape their world for the better. Learning at AIS, is explorative, joyous, and inquiry-based—a place where language is centered both as a skill and a key to cultural understanding. AIS empowers its community to recognize and value diversity, be ethical, act with honor and integrity, and above all, show concern and care for others. Collaborating across cultures and languages is just the AIS way of life.

### Our Mission

At Atlanta International School, our mission is clear and simple. We aim to develop courageous leaders who shape their world for the better.

### Our Core Values

Our core values are the joy of learning and purposeful effort and mutual respect and understanding in an intentionally inclusive and intercultural community.

### Our Vision

We aspire to be a community of global learners equipped to explore their passions and address the challenges of complexity to create an intentionally inclusive, sustainable future for all.



## Our Approach

We create a safe, stimulating educational environment, promoting the wonder and curiosity that motivates a student to learn in and beyond the classroom, and throughout life. We believe that achievement comes from sustained, purposeful effort and by learning to think critically, debate confidently, question assumptions and push limits.

We believe language and culture shape and inform identity. We delight in difference, opening ourselves to authentic and meaningful interactions with cultures both in and outside school. We commit ourselves to grow and change individually and together, to ensure every learner's identity, language, and values are respected.



To lead as individuals and as members of their communities, future-ready young people must learn to thrive in an uncertain world, pairing deep self-knowledge and empathy with the skills to think analytically and constructively. We believe it is essential to develop the capacity to make decisions and take actions within an ethical framework, grounded in a spirited sense of hope in human potential.

## Accreditation & Governance

AIS is accredited in the United States by the *Southern Association of Independent Schools (SAIS)*, a membership organization of independent K-12 schools, which confers dual accreditation with *Cognia*. AIS is also accredited internationally by the Council of International Schools. In addition, the Primary School of AIS is accredited by the *Agency for French Education Abroad (AEFE)*, a government institution supervised by the French Ministry of Foreign Affairs that monitors and manages the network of French schools abroad.

AIS is governed by a self-perpetuating Board of Trustees of at least 20, not more than 35 regular members, as described in the By-Laws of Atlanta International School. The role of Board of Trustees of Atlanta International School is long-range, strategic, policy Board with financial and risk management/legal compliance oversight responsibilities. All operational and educational leadership matters are delegated to the Head of School, Kevin Glass, and his staff.

## The Leadership Team

Committed to nurturing globally minded students that shape the future for the betterment of humanity, the senior leadership team is made up of a group of diverse and talented educators with varied expertise from all over the world. The ideal candidate for the Head of Primary will share the team's enthusiasm, strong emotional intelligences, and love of learning, while bringing their own set of unique competencies and expertise that will continue the spirit of growth and improvement the AIS community is known for its vision.





## The Academic Program

Atlanta International School is an International Baccalaureate World School (IB) authorized to offer the full continuum of IB programs from 3K-grade 12. AIS's student-focus, inquiry-based and language immersion curriculum is central to developing student's cognitive, personal, and social development. This enhances and interconnects all disciplines, providing students with the cultural competence to understanding how to thrive in today's globally interconnected society. As students learn to switch between languages, particularly through the immersion programs, they strengthen the part of their brain that manages executive function (problem-solving, multitasking, and focus).

### The Primary School (3K to Grade 5)

#### *Developing Caring Global Citizens*

The Early Learning Center (ELC) sparks 3K and 4K students' curiosity through language and play-based learning that helps to shape their learning and identities. In the ELC, 'welcome' is more than a word of greeting. It is the feeling you and your child experience every time you enter this unique learning space and join its inclusive, multicultural, and multilingual community of students, families, and teachers. The ELC offers a full immersion preschool program for children ages 3-4. All students learn one of four languages: Chinese, French, German, and Spanish.

Using play and inquiry-based International Baccalaureate Primary Years (PYP) curriculum, teachers, all of whom have either vernacular or bilingual proficiency in the languages they teach, are facilitators who collaborate with and empower students to question, problem solve, take action, and reflect. In the ELC, language is a key component in understanding and navigating cultures. The younger a student is when they are introduced to a new language, the more capable they are of acquiring that skill - while reinforcing their own language.

In the Primary School, teachers nurture a deep love of learning in their students, through the adventurous exploration of the world around them. Students' curiosity, critical thinking, communications skills, confidence, empathy, inquiry, self-management, and reflection are further developed. Using the International Baccalaureate [Primary Years Program \(PYP\)](#) framework, the AIS

curriculum, taught in one of the school's four focus languages, builds an unparalleled foundation for Middle School and beyond. Lower Primary School (5K - Grade 2) and Upper Primary School students (Grades 3 - 5) are taught in two languages (English and either Chinese, French, German, or Spanish).

### Learning Support

AIS offers Student Support Services, which feature a wide array of services to ensure that the academic, social, emotional and personal needs of each child are met and that every child reaches their highest potential. In Primary School (5K - Grade 5), Learning Support specialists serve students both with and without a diagnosed learning difficulty, whereas learning support specialists in the Secondary School (Middle School and Upper School) only serve students with a learning disability formally diagnosed by a psychologist.

### Innovation Programs

In Primary School, STEAM is transdisciplinary. Young students inquire and investigate important concepts without the boundaries of the different disciplines. By exploring current issues and what action is required to address them, students apply and synthesize what they have learned in STEAM and other subjects.

The AIS Space Program allows students to apply STEAM concepts to real and complex experiments that can connect them to a universal perspective. This premier program for AIS utilizes deep partnerships, most notably with researchers at NASA, Mercer University, Stanford, Georgia Tech, and MIT. Throughout the year, students can engineer and conduct experiments that launch into low-earth orbit and run on the International Space Station. Eaglenauts also share their learning with others in the community by providing space workshops for Horizons and youth groups.



The *Goizueta Da Vinci Fellowship* allows AIS to invite distinguished STEAM practitioners to AIS to develop cross-curricular workshops and learning experiences that combine excellence in science and engineering with diverse perspectives in design and the arts. Corinne Takara, one of AIS' *Da Vinci Fellows*, conducted workshops from preschool to upper school focused on integrating sustainability into the curriculum. Takara also offered training for faculty and engaging, and creative workshops open to parents.

### Beyond the Classroom

Learning and exploring go far beyond the classroom at AIS, helping students to meaningfully connect what they are learning in class to the outside world. Students visit civil rights museums, local

businesses, to learn what community support entails; or farms, to learn about sustainability. Grade 5 students travel overseas at the end of the school year to a country connected to their language learning. During this chaperoned excursion, they experience everything they have learned about language and culture throughout their Primary School years.

### Arts, Athletics, & After School Activities

The Department of Music serves the needs of all students in grades 3K-12. Through academic music classes, co-curricular music performance ensembles, and an extensive after school private music lessons program, students create, participate in, and reflect upon music - from their own cultural backgrounds and those of others.

The AIS Jr. Eagles Athletic Program supports all primary school students' health and fitness, but also helps to build community, and planting the seed of a lifelong passion for sport. AIS offers extensive sports options to its youngest learners an opportunity to build skills including teamwork, communication and problem-solving.

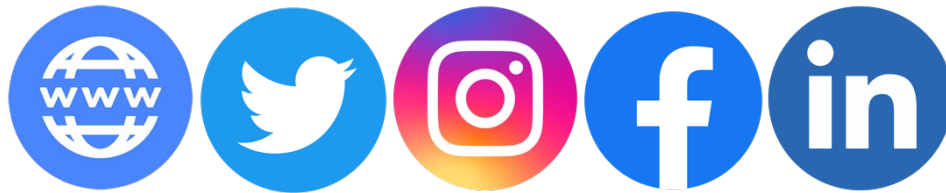


### Academic Calendar

AIS operates from August to May each year.

Follow Atlanta International School to Learn More

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## The Community

### *An intercultural and intentionally inclusive community*

AIS is different by design. While around 50% of families are from Atlanta or the US, this is a community of families, students, faculty and staff representing more than 90 nationalities and over 60 languages. AIS believes that an inclusive community of individuals from many backgrounds — socio-economic, ethnic, racial, linguistic, national, political, religious and sexual orientation or identity — provides a setting where students can develop a global mindset and respect and understanding for others. This community, its *languages for all* approach and the International Baccalaureate curriculum, give students the best place to thrive, innovate and belong. And the AIS network extends far beyond the school campus and the years spent in school. AIS has engaged and supportive alumni all across the world.

### Parent Organization

The AIS Parent Organization (PO) is at the heart of AIS's vibrant, international community. The extensive range of PO committees, groups, cultural clubs and events ensure that all families can find an area of interest and a sense of belonging. Throughout the year the PO promotes the school through a series of activities ranging from flagship events, like Worldfest, to smaller projects, programs and activities. AIS' PO enhances the school, by building a strong sense of community and supports it in so many ways offering resources, emotional and cultural support.

### Commitment to Diversity, Equity, Inclusion and Well-being

AIS is a community where diversity is celebrated. *Collaborating across cultures and languages is just a way of life at AIS.* AIS is a place where community where students are encouraged to be their unique selves and faculty intentionally nurtures an inclusive community. There are three full time Equity and Inclusion professionals guiding this work at Atlanta International School. The Head of Equity and Inclusion, Kelsey Hicks-Bunns serves on the Senior Leadership Team and leads two full time Equity and Inclusion Coordinators, one based in Primary School and one in Secondary School. Kelsey also Co-Chairs the Board of Equity and Inclusion.



## The Campus and Location

Atlanta International School (AIS) is in Atlanta, Georgia, a thriving city in the United States. AIS acknowledges and honors the land cultivated by the Muscogee (Creek) Indigenous People and, after the development of Atlanta, the thriving Black community of Macedonia Park. As the AIS community continues learning and building upon the richness and history of this space, the community welcomes people of all lands, cultures, and languages.

Atlanta hosted the 1996 Summer Olympics and is the home to major sports teams. Several well renowned universities such as Spellman, Georgia Tech, Emory, and Morehouse are in the heart of Atlanta. Atlanta is a popular tourist destination, historical site, and cultural hub with ballet, museums, opera, theatre, and orchestra.

Atlanta International School's 17-acre campus is in the Historic Garden Hills neighborhood, in the heart of Atlanta's Buckhead district, a couple of blocks away from Buckhead Village. Click [here](#) to take a virtual tour of AIS' beautiful campus, including the early learning center, primary learning center, Adair Arts Science and Design Building, Visconti di Modrone Library, Lademacher Theatre, and the secondary school building. Interestingly, Atlanta has also been the film location for many movies, TV series and advertisements including, but not limited to, *The Blind Side*, *Parental Guidance*, *Love Simon*, *Ant Man II*, *"Middle School: The Worst Years of My Life"* and many others.

## Environmental Sustainability

AIS has woven sustainability into its current three-year strategic planning cycle, and this is an iterative, continuous improvement focus. There is an active "Green Team" made up of students, teaching and non-teaching staff and examples of recently completed projects include the establishment of school gardens, improved recycling and composting and the installation of EV charging stations. The next major project to be undertaken as part of the strive towards ever increasing sustainability across all operations and campus will be a comprehensive Eco Audit. This will allow for better focus, priorities and some short-, medium- and long-term strategic sustainability goals and projects to accomplish.

## Application Instructions

Nadine Richards, Director of Leadership Searches, will serve as the lead consultant for the Atlanta International School | Head of Primary School 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 **December 31, 2022 11:59 pm EST**

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Leadership and educational philosophy on primary and dual language immersion education.
- 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: [Atlanta International School | Head of Primary School](#)

**Candidates Already Registered with ISS EDUrecruit**, log into your account [here](#). \*  
To apply in EDUrecruit, click here: [Atlanta International School | Head of Primary School](#)

\*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 Atlanta International School (AIS) 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](mailto: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](#).



## Fast Facts

Year Established	1985
Accreditation Agency	IB; SAIS; CIS; MLF; German Partner School
School type	Coeducational, independent, international IB continuum day school
Language of Instruction	French, German, Spanish, Chinese and English
Student Age Range	3-18
Total Enrollment	1,334
Lower School Enrollment	646
Middle School Enrollment	288
Upper School Enrollment	400
Student Nationalities	90
Percentage Home Country Nationals	50%
Percentage Annual Student Turnover	10%
Average Class Size	18
Student to Teacher Ratio	7:1
Number of Faculty	230
Faculty Nationalities	35
Percentage Annual Faculty Turnover	10-14%
Number of Board Trustees	22 Voting and 4 Trustees Emeriti
Tuition (2022 - 2023)	US \$26,725 - \$30,510
Annual Operating Budget	US \$40,000,000