



Making a world of difference

ISS Administrative Searches is pleased to announce...

American School of Dubai

Dubai, United Arab Emirates

Seeks Associate Superintendent

**Application Deadline:
Monday, October 1, 2018**

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Associate Superintendent

The American School of Dubai (ASD) is a college-preparatory, Pre-K through grade 12, independent, not-for-profit American community school. ASD offers what is best about American education to provide learning experiences designed to promote the maximum potential of its students. Founded in 1966, ASD currently enrolls over 1,800 students with a 10:1 student-faculty ratio, represented by over 60 nationalities.

Our Mission Statement

We challenge and inspire each student to achieve their dreams and to become a passionate learner prepared to adapt and contribute in a rapidly changing world.

Our Campus

The school is located in Dubai, the global business and cultural hub of the United Arab Emirates (UAE). The UAE is a federation of seven emirates in the southeast of the Arabian Peninsula.

The ASD campus is a 23 acre, million square foot, wireless, state-of-the-art facility in a residential areas of Dubai. The campus includes 100 classrooms, two libraries, a 630 seat performing arts theatre, black box theatre, field house, indoor and outdoor running tracks, climbing wall, regulation soccer fields, additional playing fields and play areas, fitness center, two 25-meter swimming pools, six tennis courts and two cafeterias. The facilities provide for band and choir, offer five art studios and four science and computer labs. The ASD campus is known for its inviting and welcoming learning environment.

Position Summary

The American School of Dubai is seeking a talented and dynamic candidate to serve as the Associate Superintendent. The successful candidate will operate within the framework of a distributed leadership model to support the Superintendent in the management and supervision of key strategic initiatives and senior leadership roles. The ideal candidate is masterful at managing projects, leading initiatives and managing change. Ideally he/she is an equally comfortable operating on the learning and operational sides of school management.

The Associate Superintendent works under the supervision of the Superintendent and collaborates with members of the Board of Trustees and serves as a member of the senior Administrative Team (Core Cabinet).

The primary areas of responsibility include:

Leadership Responsibilities:

- Support the Superintendent in the facilitation of school's mission, vision and strategic initiatives
- Represent ASD at conferences and professional organizations.
- Assist the Superintendent in overseeing and managing new program development.
- Provide leadership and professional development for department managers and senior leaders.
- Maintain a portfolio of direct reports among the senior leadership team
- Coordinate, organize and facilitate the implementation and evaluation of assigned programs
- Participate and support key personnel functions including participation in the recruitment, selection, supervision and evaluation of staff.
- Prepare a variety of management and program evaluation reports as required.
- Build a positive working relationship with staff, community members, leaders and parent organizations.

Required Qualifications

- Five years experience in a senior leadership position
- Possession of an Administrative Credential or related management credential such as an MBA
- Knowledge of current trends, principles and practices in education
- Proficient in management principles such as:
 - fiscal concepts
 - planning and organizing
 - allocation of resources
 - contract development
 - project management
- Prior experience in effectively supervising and mentoring staff
- A demonstrated ability to interpret, apply and explain rules, regulations, policies and procedures
- Demonstrate effective communication skills both orally and in writing

Preferred Qualifications

- Prior experience working in a private, independent PK-12 School.
- Prior experience in an educational institution.
- Experience in an overseas setting.

Salary and Benefits:

Salary is highly competitive and will be dependent upon the qualifications and experience of the successful candidate. Benefits include housing, health insurance, life insurance, home leave, shipping-in and shipping-out allowances, retirement contributions and ongoing professional development opportunities.



Making a world of difference

ISS Administrative Searches is proud to assist American School of Dubai with their search for an Associate Superintendent.

Application Instructions:

Interested candidates are encouraged to apply via the ASD website, www.asdubai.org.

Deadline date to receive applications: 1 October 2018

All application materials should be sent to the school as directed, not to ISS.
Visit the [ISS Administrative Searches webpage](#) to view additional opportunities.