

## Leadership Search



### Interim Elementary School Principal American School Foundation of Monterrey

*Santa Catarina (Monterrey), Nuevo León, México*

Application Deadline: March 25, 2022  
Start Date: August 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](http://www.iss.edu/services/administrative-recruitment)

## Position Overview

---

### Overview

The Interim Elementary School Principal (ESP) will serve as the educational leader and be responsible for creating and maintaining a positive, safe, and orderly learning environment, supervising faculty and staff, and managing all resources in accordance with the school's core values, mission, strategic objectives, and policies. The ESP will provide leadership and administration to motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

### Reports

The Interim Elementary School Principal shall report to the Assistant Superintendent for Innovation and Learning. Additionally, the Interim ESP will serve as a direct report for: the N-PK Assistant Principal, K-2 Assistant Principal, 2-5 Assistant Principal, ELEM Assistant Principal for Curriculum, Instruction and Assessment and Administrative Assistants.

### Duties & Responsibilities

- Work with others to create learning environments that address the needs of students and staff
- Create a self-renewing organizational environment that consistently focuses on enabling all students to achieve at high levels
- Act within the legal and ethical guidelines to accomplish educational purposes and improve student learning
- Strive to ensure equity for all students and values diversity in the school environment
- Interact with the community responsibly to address the needs of students
- Model professional behaviors that contribute to addressing student needs
- Provide leadership and assist the Assistant Principals and the rest of the ELEM team in planning for the delivery of the school's educational program
- Monitor the ELEM staff professional development program
- Monitor ELEM the staff supervision process
- Monitor the ELEM annual staff recruiting process
- Ensure the execution of the ongoing School Improvement process and Strategic Planning process for the Elementary section
- Maintain positive communications with the school community

### Skills, Experience & Attributes Sought

- Education and educational administration / leadership
- Curriculum and instruction
- Program and staff development
- Community relations
- International/multi - cultural education
- Knowledge of and/or experience in Latin America



- Working knowledge of Spanish preferred
- Program development and knowledge of current trends in American and international education.
- Educational technology

### Academic & Professional Qualifications

- A master's degree or higher with a major in educational administration
- Valid administrative certification or license from a recognized agency
- A minimum of ten years of successful teaching and/or administrative experience at the elementary level
- Demonstrated success in the formulation and carrying out of policies, programs, and practices in prescribed areas
- Has experience building and maintaining structures that result in an efficient and effective workplace under American standards and practices
- Demonstrates the ability to lead and inspire collaborative development of instructional programmes that align with shared core values, vision, mission, and strategic plans
- Promotes and supports the vision, mission, and goals of the school through collaboration with all stakeholders by maintaining a positive and supportive environment with colleagues and the wider community
- Models and inspires trust to foster a positive, inclusive school environment that promotes the development of the whole child
- Consistently collaborates with the learning community to monitor student progress using multiple measures that inform and improve appropriate and inclusive instructional practices
- Maximizes and enhances human resources by drawing on and promoting the strengths of teachers and staff members
- Maintains visibility and accessibility for all community members
- Consistently communicates through multiple channels
- Has experience in larger school settings

For a detailed description of responsibilities [click here](#).

### Salary & Benefits

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

Application instructions found on the final page of this announcement.



## Introduction

---

ASFM is a private, secular, non-profit, Nursery through 12th grade, college-preparatory, U.S.-accredited, co-educational institution, which offers both a Mexican and U.S. High School Diploma that serves the local and international population of Monterrey, Mexico.

ASFM is a community of learners, engaged in the search for open minds, caring hearts, global leadership, and sharing of knowledge and experience among its members. This community, composed of students, alumni, parents, teachers, support service personnel and administrators, recognizes and is enriched by the fact that each member brings their own personal experiences, national heritage, language and family customs and values to this institution. Each member is a unique individual, possessing a wealth of thoughts and feelings that are most valuable when shared with others.



## Mission, Vision, and Values

---

### Mission

The American School Foundation of Monterrey (ASFM) fosters open minds, caring hearts, and global leadership within the entire school community. ASFM serves a diverse population and prepares all students through an innovative, inclusive, and intensive program focused on engaging and enabling students to achieve their individual potential in citizenship, academics, athletics, and the arts.

### Vision

We believe in open minds, caring hearts, and global leadership as essentials for a healthy and successful life.





## Values

Empathy, Respect, Honesty, Integrity, and Responsibility

## Equity and Diversity Statement

All community members agree to support ASFM's initiative to create an open, safe, and caring school environment based on respect for all members of the school community and all human beings.

The community agrees to support and respect the values of equity and diversity and avoid the detrimental effects of any form of discrimination, be it based on race, religion, gender, sexuality, physical characteristics, abilities, talents, socioeconomic status, culture, or language.

## The School

### School Overview

Founded in 1928, ASFM offers an academically demanding college preparatory program modeled after current U.S. educational trends and methodologies for Nursery through 12th grade, to both the local and international population.

### History

The decision to create an American type of education in Monterrey began at a meeting of parents at the Monterrey Foreign Club, on the night of June 28, 1928.

The school opened on September 3, 1928, at 724 Hidalgo Street, with a principal/teacher and two other teachers caring for the educational needs of 57 pupils ranging from primary to tenth grade. The school was organized under Mexican law as a private civil society and received its charter on October 13, 1928.

During the 1936-37 school year, the location of the American School moved to an address on Bolivar (now Padre Mier) between Pino Suarez and Rayon. After June 1938, it moved again to the site of the Old Country Club in Obisado.

In April 1944, the school moved again to 768 Hidalgo St and was re-established under the name of The American School Foundation of Monterrey as a non-profit society, founded by four individuals. Some months later, they were joined by two more individuals and twelve companies who became the original Founders.



By the 1957-58 school year, enrollment had exceeded 450. A large-scale fundraising drive was launched that permitted the Foundation to build and occupy the Rio Missouri Campus in September 1958.

In 1948, the school became an accredited member of the Southern Association of Colleges and Schools and the Texas Education Agency. Enrollment continued to grow. At present, the enrollment exceeds 2400 students.

In 1996, the American School Foundation of Monterrey expanded into a new campus. It offers the Grade 6-12 students a modern, high-tech state-of-the-art facility in the beautiful setting of the Huasteca Canyon.

In 2010, the Elementary School moved into its new "state of the art" building for grades Nursery-5 building on the same Huasteca campus, and in 2014 the Rio Missouri campus was sold.

## Curriculum

ASFM offers an educational program for grades Nursery through 12th grade. The Preschool is composed of Nursery and Pre-Kinder. The Elementary School includes Kinder-Grade 5. The Middle School includes grades 6-8. The High School includes Grades 9-12. The Mexican *Bachillerato* program is a six-semester program that corresponds to Grades 10-12.



It is ASFM's purpose to provide each student with a learning environment that is both challenging and rewarding; one that encourages discovery and the development of special talents, abilities, and interests in academics, athletics, citizenship, and the arts; one in which the teacher serves as a facilitator and catalyst to learning as well as a source of knowledge. It is ASFM's

goal that in this environment each student will learn to appreciate a diversity of opinions and ideas and will become a critical and creative thinker and communicator as well as a self-disciplined and positive member of the community.

The ASFM curriculum shall reflect the following guideline:

- The curriculum shall be modeled after best international practices.
- The curriculum in each subject area should reflect a coherent, orderly progression through the grades.
- The curriculum should be continually reviewed by the professional staff to ensure that it meets the needs of the students and to constantly upgrade and improve the course of study.

Curriculum development is the responsibility of the entire academic staff, but the leadership and coordination of the development process is the special task of the Head of Innovation and Learning in conjunction with his or her staff.

ASFM offers a demanding college preparatory program modeled after current international educational trends and methodologies that fosters open minds, caring hearts, and global leadership, serves a diverse population, and prepares all students through an innovative, inclusive, and intensive program focused on engaging and enabling students to achieve their individual potential in citizenship, academics, athletics, and the arts.



## Technology

ASFM is fortunate to have many technological resources within the school and available to teachers, staff, and students.



Elementary students are provided access in school to laptops, Chromebooks, and iPads.

Sixth to 12th grade students are required to bring their own devices to school (mostly Apple MacBooks) to use throughout the day.

All teachers are provided with a laptop for their personal use as a part of the staff 1-to1 program (MacBook Airs and Chromebooks).

## Arts & Athletics

### Arts

ASFM is a great supporter of the arts and has many opportunities for students to develop in this area.

As part of the Strategic Plan, ASFM strives to prioritize an Arts focus for curricular, extracurricular, and year-round enrichment programs in visual art, music, strings, band, choral and vocal, theatre arts, creative movement, dance, media, and culinary arts, to ensure quality N-12 programs.



## Athletics

The mission of the Athletic Department is to create, promote and conduct programs that contribute to the overall development of the students at the American School Foundation of Monterrey, A. C., within a learning setting that leads to human growth, service to the community and the search of excellence in a global environment.



ASFM is committed to providing all students with age-appropriate and pedagogically sound programs from Nursery through Grade 12 in the areas of Academics, Athletics, the Arts and Social and Emotional Learning.

## Support Services

Guided by the ASFM mission of open minds, caring hearts and global leadership, the Support Services Department ensures progress for all learners through advocacy, and consistent and continuous support. ASFM provides healthy learning environments that promote holistic growth through curiosity, rigor, creativity, and challenge. ASFM acknowledges and embraces differences, and foster respect and acceptance through inclusion, empathy, and compassion. Support Services collaborates with teachers, parents, and the community to serve students and their families. ASFM calls on all stakeholders to help build the life skills, independence, problem solving strategies, goal setting, and cultural awareness that prepare its students to enjoy life and be positive contributors to society.

## Students

Approximately 92% of ASFM students are Mexican, while the remaining 8% are of other nationalities, including American, Argentine, Brazilian, British, Canadian, Chilean, Colombian, Costa Rican, Dutch, German, Indian, Japanese, Korean, Peruvian, and Spanish.

2454 students:

- Preschool (N-PK): 487 students
- Elementary (K-5): 829 students
- Middle School (6-8): 500 students
- High School (9-12): 638 students
  - 154 Seniors
  - 154 Juniors
  - 163 Sophomores
  - 167 Freshmen





## Faculty

There are 278 members of the ASFM teaching staff, 66.5% are local and 33.5% import teachers. Approximately 67% of the teaching staff at ASFM hold advanced degrees.

## Administration

- Superintendent
- Assistant Superintendent for Innovation and Learning
- CFO/Business Manager
- ELEM Principal
- High School Principal
- Middle School Principal
- Assistant principals for preschool, K-2, 3-5, Middle School and High School
- Elementary and Middle School/High School Assistant principals for Curriculum, Instruction and Assessment
- Admissions Coordinator
- Human Resource Director
- School Lawyer
- Communications Coordinator
- Alumni and Development Coordinator

## Governance

The ASFM Board of Directors determines and reviews policy, hires and evaluates the Superintendent and then delegates executive, supervisory, academic, and instructional authority to the Superintendent, and through the Superintendent to the employees.

Governance of the school is delegated to the Board of Directors by the Associates Assembly.

The Board of Directors shall be composed of 15 (fifteen) regular members appointed by the Associates Assembly. Board members are appointed for three-year terms and may serve for four consecutive terms at the most.

At least eight Board Members shall be appointed by the Associates as their direct representative. At least five of the Board Members shall be independent of the Associates and proposed to the Assembly.

## Professional Development

ASFM is known for providing its teachers and staff with ongoing professional development and training by way of internal opportunities on campus, local opportunities in the city, national opportunities in Mexico, and international opportunities primarily in the USA. ASFM participates annually in the Tri-Association educators conference that rotates around Colombia, Central American and Mexico. The school typically sends between 10 and 20 people to this training and often provides teachers as trainers of others.



Teachers and staff are given weekly opportunities to plan and grow together with their colleagues in department, teams, levels, and sections. Teachers and educational staff are also provided with an annual professional development amount to be used for their own personal/professional growth.

### Community

The ASFM community is made up of 1200+ families; many of whom are alumni themselves. Most ASFM students start their education in Nursery school and remain at the school for all 15 years.



ASFM parents are privileged, well educated, bilingual, successful, confident, and supportive. There is a high level of expectation from all families for their children and for the school. The community has great pride in the school.

### Academic Calendar

- 180 school days
- New Teacher Orientation: 1 week; starting usually mid-August
- All teacher orientation: 1 week; usually the week before starting classes
- First day of Classes: late August
- Thanksgiving break (2 days + weekend)
- Christmas Holidays (2.5 weeks)
- Spring break (2 weeks)
- Last day of classes: Mid-June
- Eagle Academy: Mid-June - Early July
- Mexican Holidays are observed and respected

### Elementary School Overview

The Elementary School, from grades Nursery to 5th, is housed in an expansive, two-story, unique, state-of-the-art educational facility.

The majority of the staff are teachers from Mexico, Canada, and the United States. Their talent and dedication are a daily tribute to the profession, and to their students. The ELEM team is very proud to belong to an institution that places teaching and learning at the heart of all decision-making.

Curriculum content is based on the Common Core for English Language Arts, Math, Next Generation Science Standards, SHAPE American for physical education, National Core Arts Standards for



music and visual arts and CASEL Competencies for Social Emotional Learning. The elementary section looks forward to a bright future as they strive towards a vision of improving student learning through the delivery of an innovative curriculum, based on well-researched instructional strategies.

In Elementary, they teach literacy primarily using the balanced literacy model. Mathematics is taught through a developmental approach with spiraling concepts. Content area curriculum is at times integrated into the language units, but otherwise taught as separate subjects. Science units are taught using an inquiry and hands on approach.

A detailed overview of the Elementary School can be found here: [Detailed Elementary School Overview](#)

## Campus

### Facilities

- Adjacent but not connected to the USA Consulate
- 52-acre campus/212,000 square meters
- 3 buildings:
  - Elementary (grades Nursery - 5)
  - Middle/High School (grades 6-12)
  - Central Office (Administrative offices)



**Facilities:**

- Classrooms - 129
- Science labs - 5
- Music rooms - 4
- Art rooms - 3
- Dance Rooms - 3
- Libraries - 2
- Music rooms - 4
- Sensory motor gym - 1
- Auditorium - 1
- Black Box - 1
- Amphitheater - 1
- Cafeterias - 2
- Clinics - 2
- Athletics Track - 1
- Gyms - 3
- Soccer Fields - 5
- Basketball courts - 6
- Technology Integration lab - 1
- Startup Hub/Business Incubator - 1
- STEM Lab - 1
- Flexible learning space - 1
- Open mind zone - 1
- Maker pods - 2
- High/low ropes course - 1
- Audiovisual Production Studio - 1

**Location**

Monterrey is one of the three most important cities in Mexico. Surrounded by the beautiful Sierra Madre mountains in the Northeastern part of the country, the city has an altitude of 537m above sea level. Its population reaches more than 3.5 million people. The city is full of tradition, culture, and progress.

Monterrey has nine months of warm weather and three months of colder temperatures. Being a semi-desert region, rainfall is sporadic throughout the year. The warm weather starts in March and continues until the end of October with temperatures ranging from 80° to 100°F. During January and February, some cold spells usually occur. Temperatures can go below freezing; however, snow is rare.



Though primarily a city of industry, Monterrey offers its share of museums and restaurants, with many interesting places to visit nearby. In addition, Monterrey has many things to do for the adventurous: rock climbing, hiking, mountain biking and more.



Mexico, officially the United Mexican States, is a country in the southern portion of North America. It is bordered to the north by the United States; to the south and west by the Pacific Ocean; to the southeast by Guatemala, Belize, and the Caribbean Sea; and to the east by the Gulf of Mexico.





Mexico covers 1,972,550 square kilometers (761,610 sq mi) and has approximately 128,649,565 inhabitants, making it the world's 13th-largest country by area, 10th-most-populous country, and most populous Spanish-speaking nation. It is a federation comprising 31 states and Mexico City, its capital city and largest metropolis. Other major urban areas include Guadalajara, Monterrey, Puebla, Toluca, Tijuana, Ciudad Juárez, and León.

## Fast Facts

Year Established	1928
Accreditation Agency	Cognia (AdvancEd), SEP in Mexico
School type	Independent, private, international school; Civil Association (Non-profit organization)
Language of Instruction	Primarily English; Spanish is taught as a second 1st language to all local students; Some SSL support is provided to non-Spanish speaking students. All other classes are taught in English.
Tuition (2021-2022)	MXN \$10,737 - \$16,011
Total Enrollment	2454
Lower School Enrollment	1316
Middle School Enrollment	500
High School Enrollment	638
Grades	N - 12
Student Age Range	3 ½ - 19
Average % Home Country Nationals	93%
Student Nationalities	Mexican - 2160, American - 118, Argentine - 7, Brazilian - 3, Canadian - 5, Colombian - 2, Costa Rican - 5, Dutch - 5, Indian - 1, Japanese - 2, Korean - 16, Peruvian - 4, Spanish - 2, French - 2, Mexican/American - 124, Tunisian - 1
Percentage of Annual Student Turnover	Approx. 2%
Average Class Size	21

Student to Teacher ratio	9:1
Number of Faculty	278
Faculty Nationalities	Mexico - 185, United States - 66, Canada - 17, Spain - 1, Venezuela - 2, Honduras - 1, Jamaica - 1, Colombia - 2, El Salvador - 1, United Kingdom - 1, Argentina - 1
Percentage of Annual Faculty Turnover	7%
Number of Board Governors	13 Associates/Founders members, 14 Board of Directors members, 1 Honorary member (US Consul)
Annual Operating Budget	\$596,270,967 MXN = \$27,103,226 USD
Endowment	Approx. \$52,600,000 USD (invested in both Mexico and the USA)



Follow American School Foundation of Monterrey to Learn More



## Application Instructions

---

Effective Date: August 2022

Application Deadline: March 25, 2022

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the American School Foundation of Monterrey Interim 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:

[American School Foundation of Monterrey Interim 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. **There is no fee to apply for this position.** \*

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

[American School Foundation of Monterrey Interim 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:

[American School Foundation of Monterrey Interim 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 ASFM 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.**

\* If you are interested in a full candidate membership you can upgrade at any time for USD\$75.

\*\* 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](#).

