



Making a world of difference

ISS Administrative Searches is pleased to announce...

Carol Morgan School

SANTO DOMINGO, DOMINICAN REPUBLIC

Seeks Elementary School Principal

Application Deadline:

Wednesday, November 21, 2018

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Carol Morgan School Elementary School Principal Beginning August 2019

Timeline

The deadline to apply for this position is the **21st of November**. The review of candidates will begin upon receipt of application packages. Therefore, interested candidates are encouraged to apply at the earliest possible time. Ideally, we would like to make an appointment by the December break.

Position Overview

Carol Morgan School is seeking a new Elementary School leader who values relationships as the foundation of our work as educators, who is committed to student learning as our core, who understands and embraces that learning occurs in multiple and diverse environments, and who engages in collaborative leadership as a part of a school-wide leadership team. The current CMS Academic Leadership Team is comprised of the Head of School, the Deputy Head of School for Curriculum, Instruction and Assessment, the Elementary Principal and Assistant Principal, the Middle School Principal and Assistant Principal, and the High School Principal and Assistant Principal. The successful candidate will embrace the CMS foundational beliefs including the Essential 11 as well as inspire faculty to engage in and create these types of innovative learning experiences and opportunities for themselves and students as well as capably manage the day-to-day Elementary School operations.

CMS Mission

The Carol Morgan School is a private, secular, non-profit, college-preparatory school that instills a passion for learning, builds character and inspires civic and social responsibility. Incorporating a rigorous, U.S. curriculum and advanced technology, CMS empowers students to become leaders of a multicultural, global society. The Carol Morgan School will maintain its lead as a world-class international school.

CMS Vision

Founded on Integrity, Focused on Learning.

CMS Philosophy

Committed to excellence in all that we do and continuous improvement, the Carol Morgan School provides an outstanding standards-based academic program within the framework of the best research-based educational practices. The varied international student body receives an immersion English language program.

The philosophy and objectives of the school support a U.S. curriculum enhanced by the rich culture of the Dominican Republic. CMS welcomes families from all countries knowing

that this association of students of different backgrounds and religions will help them develop a clear understanding of the global world in which they live.

CMS programs stress the worth and dignity of all students and provide them the opportunities to progress intellectually, emotionally, socially, and physically to their greatest potential.

CMS Profile of the Graduate (Essential 11)

We believe in a safe, supportive learning community in which challenges are met with respect, compassion and enthusiasm to foster achievement of potential and expand personal and collective excellence. CMS students acquire an academic foundation of required skills, knowledge and achievement that leads them to:

- Be lifelong learners with global perspectives
- Possess bilingual skills within the English and Spanish languages
- Be aware and reflective of their varied intellectual strengths, demonstrating confidence, motivation, and self-discipline
- Be inquisitive, demonstrating critical and analytical thinking
- Demonstrate multicultural sensitivity and respect for differences
- Be “fit for life” demonstrating physical, emotional, and social well-being
- Demonstrate respect for our natural world and conservation of our global resources
- Be innovative producers and informed consumers
- Adapt to emerging technologies, ethically applying them to new and future settings
- Demonstrate responsibility and sound judgment, making informed choices for personal balance and community improvement
- Listen, lead, and work collaboratively to solve problems locally and globally

The skills and attributes desired in the Elementary School Principal are:

- Collaborative, dynamic, and self-motivated individual with a passion for providing learning experiences based on best research and practice
- Proven multicultural awareness and sensitivity in meeting the needs of a diverse learners
- Collegial, open, forward looking, and proactive
- Advocate for elementary school students, faculty, staff, and families
- Enjoys interaction with students and playing a vital part in their unique development
- Communicates effectively, both written and orally
- Well-versed in technology and its use as an effective student learning tool
- Models a collaborative, supportive, and analytical approach to problem solving
- Innovative and creative, modeling the values and beliefs of CMS guiding documents
- Demonstrated excellence in leading people, managing processes, and improving

learning

- Personal integrity and professional ethics in leadership

The profile of the ideal Elementary School Principal candidate is:

- Previous experience (at least four years) in a senior leadership role (Assistant Principal or Principal)
- Proven success in a learning environment that is cross cultural with an awareness of the dynamics of an international school community based in Latin America (Preferred)
- Excellent interpersonal and communication skills with an understanding of organizational culture and how to bring people together to achieve common goals through successful mentoring, supervision, and support for community members
- Articulates and advocates for elementary school learning experiences and opportunities
- Extensive knowledge and application of best research approaches, philosophy, and practices in curriculum development and delivery, assessment, data driven decision-making, including the significance of the CMS Essential 11 in approaches to learning
- Engages in collaborative leadership that supports teams in providing rich learning experiences through a comprehensive, articulated, and innovative curriculum, according to best practices in teaching and learning, and engaging in the process of continuous improvement
- Understanding of, commitment to, and/or implementation of technology as a tool for learning, including one-to-one laptop programs
- Engages in ongoing professional learning and collaborates to create meaningful professional growth opportunities ensuring all staff are engaged in experiences that reflect performance expectations and establish a culture of continuous growth aligned with student learning
- Collaborates with leadership team to recruit, retain, and develop high quality, creative staff
- Collaborate with the leadership team to develop and measure progress on the achievement of school-wide and elementary school goals in alignment with PG&E
- Develop and manage open communication for Elementary School community and engage in parent education and outreach programs to support families
- Establish and facilitate professional learning communities to ensure alignment, collaborative, and distributed decision making to support learning
- Engages with faculty and staff in developing innovative assessment strategies and integrated reporting tools for sharing student learning in alignment with best research
- Supports and engages with the Athletic Director as well as After School Activities Coordinator to ensure rich extracurricular opportunities to support student needs, interests, and explorations
- Collaborates with the Leadership Team in planning, organizing, and facilitating

the development and implementation of safety, security, and emergency procedures

- Develops, advocates for, and manages the elementary school operationally and through the budget

The desired education and credentials for the Elementary School Principal are:

- Valid supervisory credential from the US, or the equivalent from another system preferred
- Minimum of MA or MED or equivalent in Educational Administration/Policy, Educational Leadership, or similar field

CMS Compensation Package

CMS offers a highly competitive compensation package for this position in our region including the benefits noted below:

- Partially furnished housing and utilities stipend
- Relocation and excess baggage
- Vehicle with related expenses covered
- Visa acquisition and renewal assistance and expense reimbursement
- Round trip annual air transportation for Principal and eligible dependents
- Matching retirement plan through Raymond James
- CMS paid local income taxes (excludes local social security tax)
- 100% tuition waiver for eligible dependents
- Club family membership
- Insurance: International health, local dental, and life insurance
- Professional learning funded by CMS annually
- Leave: sick, bereavement, personal, maternity/paternity, and recruitment

Application Process

Those interested in this CMS leadership opportunity are encouraged to submit an application package via e-mail, no later than the **21st of November**, to:

Nicolaas Mostert
CMS Head of School
nmostert@cms.edu.do

Please include the following documents in one PDF (maximum 3mb):

- letter of interest expressing why you are interested in CMS and how you believe your professional experience and educational philosophy align with CMS (no more than 2 pages)
- Resume (no more than 2 pages)
- List of 3-5 recent references with email and phone numbers who can immediately be contacted
- Three to five reference letters from a supervisor, a colleague, a teacher,

a parent, or a student (optional)

The review of candidates will begin upon receipt of application packages. In the event an outstanding candidate is identified in the search process before the closing date, CMS reserves the right to proceed with interviews, on campus visits, and making an appointment before the deadline to bring the search to a close. Therefore, interested candidates are encouraged to apply at the earliest possible time.



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ISS Administrative Searches is proud to assist Carol Morgan School with their search for an Elementary School Principal.

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All application materials should be sent to the school as directed, not to ISS.
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