

## Leadership Search



### High School Principal Carol Morgan School

*Santo Domingo, Dominican Republic*

Application Deadline: November 4, 2022  
Start Date: July 2023

## The Position

---

### Overview

The High School Principal (HSP) will assist the Head of School in the administration of Carol Morgan School and to serve as the instructional leader of the high school. The principal shall have the responsibility for the development, implementation, coordination, and supervision of the high school instructional and extracurricular programs. They shall also assist the Head of School, middle and elementary school principals in administrative duties as listed below.

### Reports

The High School Principal will report to the Head of School.

### Duties & Responsibilities

#### Curriculum

- Supports the CIA office in overseeing the 9-12 curriculum, reviewing and recommending revisions as needed in consultation with the Head of School, middle and elementary principals, Academic Council, and faculty.
- Oversees the publication of the high school program of study and curriculum guides.
- Supervises and coordinates all special programs/teachers and services in the high school.

#### Instruction

- Works with the high school teaching staff to develop and implement the best possible educational program for CMS students.
- Conducts regular high school faculty meetings to improve instruction, keeps communication channels open, and disseminates pertinent information.
- Submits reports on high school programs to the Head of School and School Board as necessary.

#### Supervision/Personnel

- Ensures all high school staff members are aware of and act in accordance with the stated philosophy and objectives of Carol Morgan School.
- Works to maintain a positive climate and good morale among staff members.
- Recommends staffing needs for the high school to the Head of School and assists in hiring, renewing, and dismissing all high school personnel.

#### Administration

- May become acting Head of School in the absence of the Head of School.
- Directs the day-to-day operation and administration of the high school.
- Is a member of the Scholarship Committee.
- Serves as a member of the Academic Council, Administrative Council, School-Wide Academic Committee, Admissions Committee, and Calendar Committee.

### Skills, Experience, & Attributes Sought

- Knowledge of pedagogically current and relevant best practices in curriculum, instruction, and assessment
- Decision-making abilities
- Critical thinking skills
- Strong written and verbal communication skills
- Proven leadership skills
- Basic technology skills
- Organized and detail-oriented.
- Strong command of English (required) and conversational Spanish (preferred)

### Academic & Professional Qualifications

- B.A. degree and Master's degree
- Minimum of three years of experience
- Educational leadership experience
- Teacher certification and Principal certification required

Read more about the desired skills and qualities for this position [here](#).

### Salary & Benefits

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

Application instructions found on the final page of this announcement.



## The School

### History

In the autumn of 1933, Mrs. Carol Morgan and her missionary husband Barney Morgan were confronted with the task of providing an English Language / American curriculum education for their children in Santo Domingo. Since these requirements could not be met in the Dominican Republic at that time, Mrs. Morgan was determined to start her own school. From its inception, the school's guiding principle was to bring children together for companionship, strengthening of values, healthy competition, and systematic education. Called at first "The Little School" or the "Santo Domingo Calvert School" (from the Calvert Curriculum system), it was originally housed in an unused Episcopal Chapel with Mrs. Morgan and two other women comprising the entire teaching staff. Beginning with only five students and one room, donated black boards and supplies from the International Hospital and the Evangelical church, each student was responsible for his or her own desk and chair. Growth during the ensuing years required the school to seek larger quarters and subsequently move several times. One of its former sites is now the location of the Dominican Republic's National Theater. In 1949, Carol Morgan returned with her family to the United States. That same year, in appreciation of her tireless efforts on the school's behalf, the name of the school was officially changed to "Carol Morgan School." Carol Morgan passed away in 1993.



In 1964, Dominican President Dr. Donald Reid Cabral, on behalf of the Dominican government, donated the present site to the school. Additional assistance in the form of donated construction materials such as bricks and cement was received from the American Ambassador. Between 1966 and 1968, construction began on the High School, Elementary School, Library, Cafeteria and Business Office, and in 1968, the student body moved to this present location. The spacious fifteen-acre campus, which was in the 1960's located on the outskirts of the city, is now surrounded by an attractive upscale residential sector. A campus of this size, location and facilities would be impossible



to re-create under today's conditions, and the school counts itself as very fortunate to be able to offer such amenities to its students and staff.

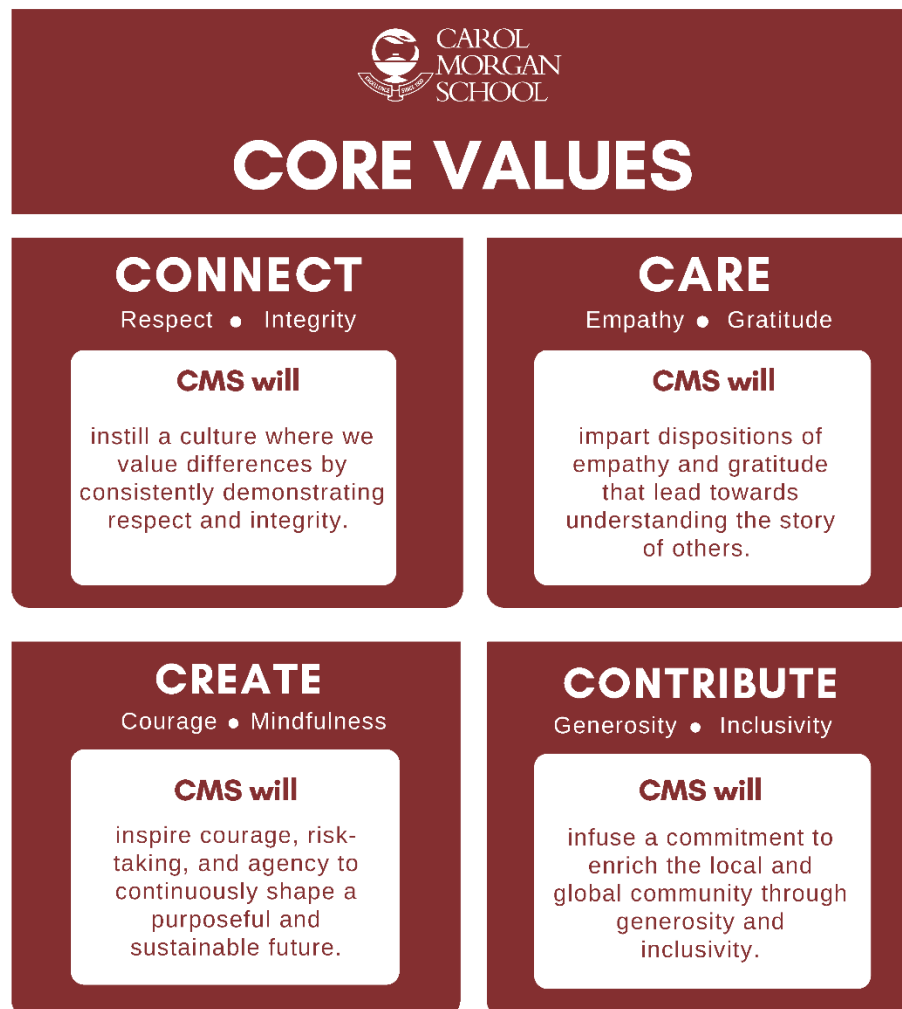
## Mission

The Carol Morgan School is a private, secular, nonprofit, 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 prepares students to become leaders of a multicultural, global society. The Carol Morgan School will maintain its lead as a world-class, comprehensive school.

## Vision

Founded in Integrity, Focused on Learning.

## Core Values





## The Academic Program

### Governance

The CMS Board of Directors is elected by the CMS Parent Community, which is comprised of the parents and guardians of students in the school. It consists of eight (8) voting members and five (5) ex-officio members, which includes representatives from the U.S. Embassy, Alumni, PTO, Legal Counsel and Past Board President. Following the CMS philosophy and mission, the CMS Board of Directors sets the policies which govern the school. Board members are also responsible for chairing various committees, which enhance the school's educational, technical, financial, and overall well-being through the guidance and support of school administrators and personnel.



### Accreditation

In 2013, CMS changed accrediting organizations to the Middle States Association (MSA), a non-governmental, internationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

### Curriculum

CMS's rigorous U.S. curriculum instills a passion for learning, builds character, and inspires civic and social responsibility. As a prekindergarten through twelfth-grade standards-based school, CMS is incorporating standards such as the Common Core State Standards in English Language Arts and Math, the Next Generation Science Standards, and Advanced Placement® (A.P.) learning objectives into course, department, and grade level resources. CMS is simultaneously providing experiences that develop the identified learner attributes found within the profile of a graduate, known as CMS' Essential 11. Research-based best practices utilized at CMS include standards-based unit and lesson

planning frameworks, helping to create vertical and horizontal curriculum alignment while, at the same time, providing opportunities for educators to hone their craft of teaching. As a college preparatory school, CMS is exceptionally proud of its robust A.P.<sup>®</sup> Program, which annually has over 100 students participate in over fifteen A.P.<sup>®</sup> courses on-campus, taking over 200 AP<sup>®</sup> exams. Over 80% of CMS students in the past five (5) years have been able to submit A.P. scores to colleges and universities for credit or placement consideration.

## Learning Support

Student Support Services is committed to providing the support needed for CMS students to ensure their educational success. Their goal is that all students meet this success with Essential 11.

The members of Student Support Services include:

- Academic Leadership
- Teachers and Instructional Assistants
- Counseling Department
- Librarians
- Instructional Coaches
- Optimal Learning Support Department, including Learning Support and English Language Learner Specialists

## Technology

The CMS' technology program is a living entity; it grows and changes each year, enhanced by the staff and students who touch it. CMS uses technology to enhance and enrich learning opportunities for students, increase the effectiveness of educators and staff, and improve communication within the local community and the global community of international schools. CMS supports and trains its employees to empower students for success as positive contributors and productive members of a diverse technological society.



CMS believes in the following guiding principles:

- Technology should be seamlessly integrated into the daily lives of students, teachers, and staff.
- Students, teachers, and staff should have access to technology anytime and anywhere.
- Technology should facilitate educational opportunities beyond classroom walls.
- All students, teachers, and staff should have equitable access to technology.
- Technology expectations for staff should be supported by ongoing staff development.
- Technology serves as a vehicle for lifelong learning.
- Technology resources should be consistent and dependable.

## Arts, Athletics, & After School Activities

CMS believes in educating the whole child and thus has focused significant attention on developing fine arts, athletics, and extra-curricular programs which complement and enhance their academic offerings.



The Fine Arts foster creative thinking, self-discipline, and lifelong learning. Through the Arts, people understand themselves and develop cultural awareness. They are a powerful means of communication among individuals, generations, and cultures.

CMS' Fine Arts program allows students to explore instrumental and vocal music, visual art, and theatre. Each academic year, the Fine Arts Department offers a variety of performances and exhibitions on and off campus, allowing students to affect others through their own artistic discoveries. CMS artists are also afforded the opportunity to be exposed to *The Arts* on a community, regional, and global level through CMS's *Artist In Residence* programs, as well as trips both on and off the island to various exhibitions and inter-collegiate festivals.

CMS has high standards concerning sportsmanship and conduct. Student-athletes and coaches are expected to uphold these standards at all times. Aside from incorporating Physical Education in the academic programming, the program includes an Elementary School after-school athletics program, a Middle School athletics and intramural program, and High School varsity and junior varsity programs. The Sharks have had considerable success over the years, winning CMS CUP, Copa Coca-Cola, CAISSA (Caribbean Area International School Sports Association) international championships, and local sports tournaments in nearly every sport.

CMS annually hosts the CMS Cup, where local schools on the island are invited to participate in various athletic disciplines. CMS athletes



have also received recognition for their efforts by being selected to multiple all-tournament teams and winning numerous sportsmanship awards. Their success is a direct result of the excellent participation, support, and enthusiasm of the CMS student-athletes, their parents, coaches, the PTO, and the broader community.

## Academic Calendar

Carol Morning School is typically in session from August to June each year.



## High School



This is an exciting time to be a member of the CMS High School. As a community, CMS is dedicated to “empowering students to become leaders of a multicultural, global society” through rigorous education, social opportunities, and self-awareness. With dedicated and experienced new and returning staff, committed leadership, and a well-rounded student body, this year will be a fantastic experience for all. The school looks forward to a renewed collaborative spirit that will guide them to maintain their foundational quest of what is best for CMS

students. The High School office supports an open-door policy and invites parents to feel free to drop by or make an appointment to come to visit, have tea or coffee, and share their thoughts.

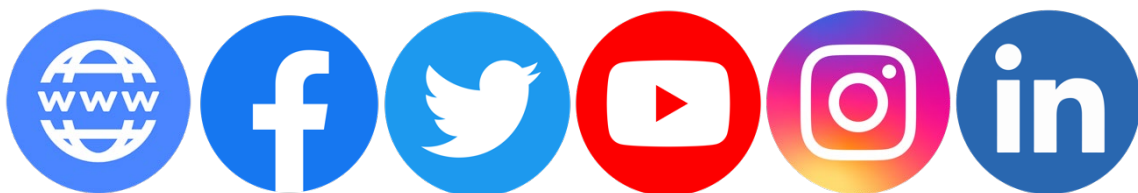
The path to success begins at CMS. CMS believes that graduates possess an exceptional kind of wisdom that is grounded in global and civic responsibility. Here at CMS, students learn to play a role in sustaining this world, because they are inspired to make it a better place. At this school, academic excellence means more than guiding statements toward mastery of skills. It means teaching all students to self-discovery and connection, providing a foundation that allows all students to fulfill their full potential and fully embrace life and their role in it.

## Professional Development

CMS offers a learning environment to which teachers respond with great motivation and energy. Expectations are high, and the rewards are many. “Focused on Learning” is part of the vision, and there is a strong commitment to professional development for all staff. Teachers contribute to planned developments and lead wherever possible. CMS also arranges for external providers from the Dominican Republic and other countries to deliver programs. The professional development budget supports individual continuing professional development for staff and has increased annually over the last several years. Teachers receive a small stipend for attending the Buffalo courses.

Follow Carol Morgan School to Learn More

---





## The Community

### Students

CMS is also proud of its many other extra-curricular activities and clubs, such as an award-winning robotics program, STEM clubs, Model United Nations program, Global Issues Network (GIN), Project Girls, Th(ink) Stain literary magazine, and student government. Recognizing the importance of supporting the community and fostering students' civic and social responsibility, CMS has a very active service-learning program, with over 43 student-founded and led clubs.

### Faculty

Carol Morgan School (CMS) recruits educators in the Dominican Republic as well as internationally. The general information shared on this page relates to educator positions, including teaching, counseling, and librarians, as well as instructional assistants who directly collaborate with teachers and engage and support students in their learning. CMS requires an undergraduate degree with educator certification from the United States or the equivalent of these requirements in other countries CMS recruits from. Educators with a master's degree are preferred. In addition, CMS requires a minimum of two years of teaching experience. CMS has no age-hiring restrictions related to obtaining visas for employment in the Dominican Republic.







## The Campus

### Facilities & Premises

The Carol Morgan School campus is located on a 15-acre (66,000 m<sup>2</sup>) site in Mirador Sur, a



residential sector of Santo Domingo. The site is bounded on the north by Avenida Sarasota and on the east by Avenida Núñez de Cáceres. The campus is bordered by residential neighborhoods on the south and west.

The campus has 90 classrooms, 13 multi-purpose learning spaces, 3 Makerspaces, seven technology labs, five art spaces, and nine music rooms spread out in 9 buildings. The field comprises a size 11 professional soccer turf field, a 9,000 m<sup>2</sup> multisport grass field, and play areas for children of all ages.

In addition to the athletic fields, the Shark Center is a multi-purpose facility with 1,400 square meters of professional FIBA-certified hardwood floors, a double court system for simultaneous games with retractable basketball backstops, and electronic scoreboard systems. The court can seat 1,800 attendees for performances in the 350 square meter stage area, equipped with professional LED theater lighting and sound systems.

There are two parking lots with over 200 parking spaces for parents, students, and visitors. The school also has three emergency generators, a water treatment system, a fire alarm with wireless smoke detectors in every room, and a P.A. system to communicate with the entire campus.

## Fast Facts

Year Established	1933
Accreditation Agency	MSA, SACSTM
School type	Coeducational, Day, Private Non-Profit
Language of Instruction	English
Student Age Range	PK-12 (4-18 years)
Total Enrollment	965
Lower School Enrollment	390
Middle School Enrollment	238
Upper School Enrollment	337
Student Nationalities	32 nationalities
Percentage Home Country Nationals	51%
Percentage Annual Student Turnover	13%
Average Class Size	22
Student to Teacher Ratio	1:15
Number of Faculty	175
Faculty Nationalities	17 countries
Percentage Annual Faculty Turnover	10%
Number of Board Trustees	13 voting, 5 ex-officio
Tuition (2021 - 2022)	US\$9,500-\$22,000.00
Annual Operating Budget	US\$20,000,000.00



## Application Instructions

---

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for Carol Morgan School | High School Principal 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: [November 4, 2022](#)

- 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: [Carol Morgan School | High School Principal](#)

**Candidates Already Registered with ISS EDUrecruit**, log into your account [here](#). \*  
To apply in EDUrecruit, click here: [Carol Morgan School | High School Principal](#)

\*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 Carol Morgan School (CMS) 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](#).