

## Leadership Search



**ASD**

American School of Dubai

المدرسة الأمريكية بدبي

Associate Superintendent of Teaching  
and Learning

American School of Dubai

*Dubai, United Arab Emirates*

Application Deadline: November 11, 2021

Start Date: August 1, 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)

## The Position

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### Position Overview

ASD is seeking a talented and creative educator to join our outstanding leadership team. The Associate Superintendent of Teaching and Learning (ASTL) will provide leadership for the academic program and partner with the Superintendent in the management and supervision of the day-to-day and strategic teaching and learning operations of the school. This dynamic candidate will provide skilled and effective leadership and oversight of the strategic initiatives and the development of research-based programs to ensure alignment of the school's goals, mission, and strategic direction.

He/she is a systems thinker with a keen interest in highly skilled data driven decisions and analysis, and organization systems alignment, and passionate about ensuring a comprehensive student services program as well as an outstanding overall student experience.

The Associate Superintendent is a team player, collaborator who will enjoy being part of an outstanding leadership team, working in partnership to promote the strategic initiatives, objectives and effectiveness of the instructional practices and programs at ASD.

### Duties & Responsibilities

#### Strategic Leadership

- Provides support to the Superintendent in the leadership of the overall school direction
- Supports and collaborates with the Superintendent in planning, implementing, monitoring, and evaluating the school's strategic plan
- Provides oversight and leadership for student learning goals outlined in the school's strategic plan
- Works with the Superintendent on action planning and coordinating the learning program as it relates to the local government regulatory body - the Knowledge and Human Development Authority (KHDA)
- Represents ASD with our external communities, and facilitates/coordinates partnerships with relevant local and international agencies, organizations and educational institutions in support of the school's priorities and results
- Leads the school's external accreditation process
- Supports and collaborates with the Superintendent in other strategic areas, as required

#### Learning Leadership

- Leads the school's strategic analysis, planning and monitoring of the educational programs offered by the school
- Leads the annual program review, and - as needed - reviews graduation requirements to meet all regulatory requirements, in collaboration with the leadership team
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement activities to support the staff in analyzing data for continuous improvement of student achievement

- Ensures appropriate levels of curricular, assessment and instructional alignment PK-12, assuring that the co-curricular program meets the mission, vision, and strategic plan for ASD
- Leads the learning leadership team in the analysis, revision, and monitoring of PK-12 approaches to the written, taught, and assessed curriculum
- Leads the learning leadership team in ensuring that the professional learning program for all employees meets the school's mission, vision, and strategic plan
- Develops, revises, and practices, policies and guidelines relating to curriculum, instruction, assessment, and reporting student progress as needed
- Ensures that what is "tight" and what is "loose" regarding the practices, processes, and procedures for teaching and learning, curriculum, and collaboration are clear to all faculty
- Supports the Director of Student Services to ensure that all students are both appropriately supported and challenged
- Supports the Educational Technology Director to ensure appropriate uses of technology and innovation
- Supports the Athletics Director to ensure that our co-curricular program meets the mission, vision and strategic plan for ASD

### **Administrative Leadership**

- Researches and develops proactive, cost-effective budgets for schools and services, providing assurance they are sufficient to support growth and efficiency
- Assists the Superintendent in resolving matters pertaining to the day-to-day teaching and learning operations across the school's divisions
- Participates in FTE projections and recommends staffing and resources to meet the teaching and learning needs, in collaboration with the principals and Director of HR
- Provides oversight and leadership into the calendar building process
- Develops and monitors program evaluation processes through advisory committees and other groups
- Coordinates the dissemination of information, policies, regulations, procedures, and reports to school administrators
- Provides guidance and available resources to school administrators, which will assist and maintain an effective educational environment
- Maintains contact with other schools to share ideas and information
- Represents and deputizes the Superintendent, upon request
- Supports, supervises, and appraises administrators as assigned by the Superintendent
- Informs the Superintendent of critical issues within the school and incidents about which he/she and the Board of Trustees should be aware
- Performs other duties as assigned that support the overall objective of the position

### **Schoolwide Responsibilities**

- Engages with colleagues in a committed effort to continue to grow as an educator
- Openly supports and abides by all school policies and procedures
- Models the 'Core Values' in interactions with the school community
- Models the skills and attitudes of global citizenship, antiracism, and intercultural sensitivity and proactivity

## Skills, Experience, & Qualifications

### Knowledge, Skills and Abilities

- Demonstrates the ability to develop high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability
- Maintains up-to-date knowledge of significant trends in education, legislation and regulations impacting the school at local, regional, and international levels and not limited to best practices, educational technology, learning theories, blended instruction delivery, mandates, and legal updates

### Required Qualifications

- Master's degree from an accredited college or university with certification in Educational Leadership or Administration and Supervision
- Not less than 5 years prior experience in a Teaching & Learning or Curriculum Development leadership role
- Prior experience in a PK-12 or K-12 school setting
- Proficient in management principles and project management
- Experience in developing, interpreting, applying and explaining rules, regulations, policies, and procedures

### Preferred Qualifications

- Prior experience in an overseas setting
- Prior experience working in a PK-12 school setting
- Established International School network

## Salary & Benefits

Competitive salary, housing and utilities, settling-in allowance, additional annual cash allowance (20% of base salary), life insurance, disability insurance, and retirement benefit.

Benefits for self and authorized residing dependents (up to two children): annual home leave, tuition fee waivers, and worldwide comprehensive medical insurance.

**Application instructions found on the final page of this announcement.**



## The School

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The American School of Dubai (ASD) is a college-preparatory, PreK to G12, independent, not for profit, US curriculum school offering what is best about American education to provide learning experiences designed to promote the maximum potential of its students.

## Mission & Core Values

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### Mission

To 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.

### Core Values

Compassion | Excellence | Integrity | Respect | Responsibility

## Overview

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### History

ASD was established in 1966, before the founding of the United Arab Emirates, and is one of the oldest international schools in Dubai. Since that time, ASD has maintained its strong sense of community.

The American School of Dubai has a rich history, one that dates back to the very early years of Dubai. Founded by the Dubai Petroleum Company, the school has grown from merely a handful of students learning together in a small apartment in Deira, to more than 2000 students learning together at our vibrant, state-of-the-art Al Barsha campus.

Student life and learning have evolved over the decades and ASD has continuously provided rigorous academic and extracurricular opportunities for every student. Although the American School of Dubai has grown and changed over a span of over fifty years, the spirit of community has remained a driving force behind the success of the school and its students.



## Curriculum

### Standards Based Student Learning System

The goals of the student learning program are established through strategic planning and all program efforts and professional learning are aligned with these goals. ASD subscribes to the tenets laid out in Schooling by Design, supporting the idea that all learning decisions support the Mission. Continuous efforts are made to ensure that there is a common, inclusive, guaranteed and viable, standards-based curriculum that is documented, continuously reviewed and continually revised in order to improve student learning. The faculty work collaboratively in teams and departments in support of continuous student learning that is guided by our Learning Principles, our Student Profile, and our Student-Centered Learning Continuum.

### Individualized Learning

ASD is committed to academic excellence; providing an international perspective and a comprehensive education; and preparing every student to be future ready. ASD follows the common core and standards-based learning models for classroom instruction and student assessment, focusing on student mastery of concepts and skills. Flexible learning spaces in the Elementary School enhance the foundation of teaching and learning, and support co-teaching in K1 and K2 classes. The Middle School incorporates Design Thinking and inquiry-based learning to allow the exploration of individual interests. The High School offers 25 AP classes, AP Capstone, distance learning, and INSPIRE global trips (cultural, eco-adventurous, or service-learning experiences) to enhance the rich educational opportunities.

## Campus Life

ASD students are engaged every day with learning beyond the classroom. The school provides a wide variety of activities for students, parents, faculty, and staff to foster and encourage a healthy lifestyle.

Activities are offered throughout the year in sports, fitness, intramurals, and creative arts. More than 85 percent of ASD students from K1 to Grade 12 participate in extracurricular activities, student organizations, athletics, and clubs. Faculty and staff often advise and coach activities.



## Students

The American School of Dubai strives to achieve its mission by providing learning experiences to support every child to embody the skills and characteristics of the Student Profile.

### Resilient

ASD students are courageous and persistent, willing to take risks and adapt to change.

### Global Citizens

ASD students are globally aware and ethical, embracing the natural world and human diversity. They are contributors to positive change through sustainable, informed action.

### Self-aware

ASD students are self-directed, reflective learners who regulate their emotions effectively. They are mindful and strive for balance.

### Communicators

ASD students are skilled at using diverse strategies to understand, question, exchange, connect, and express ideas in a variety of contexts.

### Empathetic

ASD students are kind, compassionate, and inclusive. They recognize, understand, and respond to diverse perspectives and the feelings of others.

### Innovative

ASD students are inquisitive critical thinkers, able to collaborate and connect people and ideas to develop creative solutions.



## Grade Level Overviews

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### Early Learning Program

The Early Learning Program at ASD is a student-centered approach with a focus on inquiry-based learning. The program is a Reggio Emilia inspired play-based environment where children have authentic opportunities to work, play, socialize, negotiate with others, and make sense of their world. Through inquiry, discovery, exploration, and thoughtful intentional teaching, children engage in interrelated experiences including math, science, social studies, creative art, language arts, music, movement, and Arabic.

### Elementary School

The Elementary School curriculum is aligned with Common Core State Standards and follows a Standards Based grading scale. The program includes core subjects taught in a homeroom class environment along with encore (specialists) classes which include art, music, and physical education. The core subjects include English, science, social studies, math and Arabic. Technology is integrated throughout the curriculum and supported by technology coaches. The technology coaches help to develop learning opportunities for students using technology as well as how to become responsible global citizens.

All students have access to a team of professionals to advocate and support academic, social, and personal development. ASD student support services include: School Psychologist, Counseling Department, and Learning Support Services (LSS).

### Middle School

The ASD Middle School provides a challenging college preparatory program, offering what is best about American education by providing learning experiences that promote the maximum potential of students. ASD is aligned with Common Core State Standards and follows a Standards Based grading scale helping to prepare students for college and career beyond high school. Students follow a block schedule alternative between four 75-minute classes on one day, and four other 80-minute classes the next day.

### High School

The High School experience at ASD extends far beyond classroom walls. Outside the classroom, learning is made relevant through self-directed learning, experiential travel, recreation, and student organizations.

Unique programs complement the experience for students including AP & AP Capstone diploma option, online learning through Global Online Academy, Advanced Elective Studies, and Service Learning. Students are offered a personalized approach to their development, academic advisement, and college planning through a comprehensive counseling model.



## Campus

ASD is located in a residential area within Dubai, the global business and cultural hub of the United Arab Emirates. The ASD campus is a 23-acre, million square foot, wireless, state-of-the-art facility and includes spaces designed to promote phenomenal learning experiences for approximately 2000 students, representing over 70 nationalities.

The campus offers 100 classrooms, an Early Learning Center, two libraries, multi-purpose rooms, a 630-seat performing arts theatre, a black box theatre, a field house, indoor and outdoor running tracks, a climbing wall, regulation soccer fields, playing fields and play areas, a dance studio, fitness center, two 25-meter swimming pools, six tennis courts, and two cafeterias. The facilities provide for band and choir spaces, five art studios, nine science labs, three maker/STEAM labs, and a student-broadcasting studio.

The ASD campus is known for its inviting and welcoming learning environment.

### Campus Sustainability Initiatives

As a result of student-led and community-wide initiatives, ASD has been able to make a significant impact on the environment. These are just some of the sustainability highlights across campus:

- Sustainable Garden
- Bee Garden
- Sensory Garden
- Solar Arrays
- Water Refilling Stations
- Composting
- Industrial Composter
- Recycling and Sorting Stations
- Seed-to-plate program
- Edible Education
- Beach clean-ups
- Eco-Schools Green Flag Award
- Zayed Sustainability Prize
- Expo 2020 Schools Award

### Location

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



## Fast Facts

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Year Established	1966
Accreditation Agency	Middle States Association of Colleges and Schools
School type	Not-for-profit, US curriculum, PreK-12 international community school
Language of Instruction	English
Total Enrollment	2009
Elementary School Enrollment	858
Middle School Enrollment	438
High School Enrollment	713
Average Class Size	PK - 16   ES - 19   MS – 19   HS - 23
Student Age Range	3-18
Average % Home Country Nationals	1.5%
Student Nationalities	81
Student to Teacher Ratio	1:11
Number of Faculty	223 faculty/admin, 122 support staff
Faculty Nationalities	Over 29
Number of Board Trustees	7
Tuition (2021 – 2022)	PK \$15,250   K1 \$16,129   K2 \$17,615   1-12 \$22,489
Annual Operating Budget	\$50,000,000

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## Application Instructions

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Effective Date: August 1, 2022

Application Deadline: [November 11, 2021](#)

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the American School of Dubai Associate Superintendent for Teaching and Learning 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 of Dubai Associate Superintendent for Teaching and Learning](#)

### **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. You are not required to pay for your profile in order to apply for this position. However, if you are interested in the \$75 candidate membership option, you can upgrade to a full membership at any time.

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

[American School of Dubai Associate Superintendent for Teaching and Learning](#)

### **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 of Dubai Associate Superintendent for Teaching and Learning](#)

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 American School of Dubai 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.**

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](#).

