

## Leadership Search



AMERICAN  
SCHOOL  
OF PARIS



**Lower School Director**  
**American School of Paris (ASP)**  
*Saint Cloud, France*

Application Deadline: March 15, 2023  
Start Date: August 2023

***American School of Paris (ASP), a renowned international school located near Paris, seeks a dynamic and empathetic educator to lead the Lower School into its next phase. The ideal candidate will collaborate with ASP's strong leadership team to provide a warm and supportive learning community where children thrive.***

## The Lower School Director Position

ASP is looking for a courageous and compassionate person, excited to lead a team of dedicated professionals with integrity, vision, and optimism. The Lower School Director should be a strong leader who is an active presence on campus and has a true enthusiasm for elementary education. The students are hoping for someone with energy and a keenness to get to know them, the faculty and staff are looking for a person who will listen, who will not shy away from hard conversations, and who will continue to build a collaborative and joyful community. The Lower School Director will report to the Head of School and will also be part of the whole school leadership team.

### Essential Responsibilities

- Commit to and support the mission of the school as a vital member of the Senior Leadership Team
- Responsible for the learning and development of the Lower school students, as well as the well-being of the students and employees and the smooth day to day running of the Lower school
- Lead by example; strong understanding of early childhood and elementary development; articulation and implementation of best practices; and support faculty in delivering innovative curriculum that sparks students' curiosity to learn.
- Be an active and visible presence in all areas of school life, from the classroom to after school activities and events
- Support equity, inclusion and belonging at all levels—students, parents, and faculty
- Communicate clearly, efficiently and with transparency with all constituents in a proactive and timely manner
- Build a collaborative ethos and support collaborative practice within the faculty and staff teams
- Participate in the recruitment, hiring and ongoing support and development of teachers' growth
- Foster a growth mindset that encourage high expectations, achievement of professional goals and accountability for faculty to continually seek to provide best practices in curriculum, pedagogy, and educational technology

## Desired Qualifications and Requirements

- BA required; advanced degree preferred
- Minimum 5 years experience in elementary school leadership including in an international setting
- Significant experience as a teacher, including experience working in the Early Childhood and or elementary school level
- Broad pedagogical and curricular development including an understanding of and commitment to progressive education (e.g., play-based learning)
- Strong verbal and written communication skills that have resulted in effective presentation, consensus-building, and divisional success.
- Outstanding cultural awareness and interpersonal skills, ability to build rapport with multiple stakeholders.

## Approach, Attributes and Cultural Competencies

- An adaptive leader who is empathetic and culturally competent, with an abundance of creativity, warmth, accessibility, intelligence, adaptability, and humor
- Organized and structured thinker with strong time management skills
- A confident leader and positive team player who has unquestionable integrity, high emotional intelligences and who is a collaborative decision-maker
- Competent user of technology and confident working with data for learning and supporting the exploration of new technologies
- A good listener who appreciates multiple perspectives, builds consensus when appropriate, and is comfortable making difficult decisions
- An energetic, self-motivated, and resilient educator, who cares about people, our planet, and the positive impact of a world-class international education

## Salary & Benefits

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

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





## School Overview

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The American School of Paris was founded in 1946 to educate children of American diplomats and professional expatriates arriving in Paris in the years just after WWII. The school moved to its current location in Saint-Cloud in 1967 to provide for growing enrollment and increased resources. Enrolling an American student body in its formative years, ASP today welcomes families from many nationalities, including a growing number of host-country students. In 2011, ASP successfully acquired formal ownership of its campus and subsequently embarked upon an extensive master-building plan. In 2018 the school inaugurated a marvelous new Upper School building, a new Lower School cafeteria/function space, a renovated the Lower School wing, an Arts Link (which houses fine arts, music, and a black box theater), and the Middle School STEAM/Innovation Lab, maker spaces, and new classrooms.

The American School of Paris is a leader in the international school community in teaching and learning. ASP's academic standards are well established in a nurturing, familial environment in which students are challenged to succeed personally, academically and supported as individual learners. A founding school of the International Baccalaureate (IB), ASP has given Upper School students the opportunity to earn the IB Diploma for over three decades. The school also offers the Bilingual IB Diploma. In addition, ASP is one of few schools in Europe to offer Advanced Placement (AP) courses alongside the IB Diploma Program, providing a uniquely diversified and personalized educational experience. ASP thus offers a broad academic program that focuses on the individual student's interests and needs, while at the same time instilling the most essential qualities of global citizenship, namely cultural awareness and inclusion, multilingual communication skills, and a commitment to environmental stewardship and serving communities in need.

## Mission

The American School of Paris is a vibrant, family-oriented community. Our mission is to inspire and prepare every student to achieve personal and academic excellence as an engaged global citizen, by providing a challenging, innovative program within a compassionate environment.

## Accreditation

The American of Paris is accredited by the Council of International Schools, The Middle States Association of Colleges and Schools, and the International Baccalaureate.

## Governance

ASP's Board of Trustees is responsible for the long-term viability of the school, financial oversight, and governance. The Board works closely with the Head of School to advance ASP's strategic vision and to help ensure that the school best serves the community's needs while preparing students for personal and academic success. The Board members are current parents, past parents, and alumni who have a wide variety of professional experiences.



## Curriculum

ASP provides an American curriculum with an international perspective. The American approach to education instills in students' confidence, positivity, and a 'can do' attitude. Through an inquiry-based and student-centered approach, the curriculum and pedagogy inspire students to critically explore a wide range of topics, lead their learning pathways, ask great questions, and to learn from their mistakes. This holistic approach enables them to achieve academic and personal excellence resulting in curious, confident, and independent students. In addition to critical-thinking skills and abstract reasoning, students at ASP also hone 'soft' skills including collaboration, leadership, intercultural competency, and self-management, skills necessary for success in the classroom and beyond.

## Academic Calendar

The school year is from the end of August to mid-June.



## The Lower School Academic Program

### Early Childhood Experience

The Early Childhood program (Grades K3–Grade 1, ages 3–6) encourages the school’s youngest students to discover the wonders of the world and enables them to contribute as positive, confident, and caring individuals. A child’s first years at ASP establish the solid foundation for learning that will carry them through their lives. They are taught the essential skills needed by effective problem-solvers, engineers, innovators, artists, and agents of change. Students learn to be curious, creative, and determined to attempt new things on their own. Outside-the-classroom learning is an integral component of an ASP Early Childhood education at ASP. With the campus situated on 12 acres, their recently re-designed Outdoor Learning space provides the youngest learners ample room to build, explore, and create in different environments.



### Lower School

Across grades 2-5, programs intentionally emphasize deep inquiry, play-based and imaginative learning, outdoor education, and a standards-based curriculum approach that fully personalizes each child’s educational experience. Students engage in rigorous units of study, including chances for cross-disciplinary and project-based learning opportunities. Teachers use Paris and the surrounding region to enhance the curriculum. All students learn French





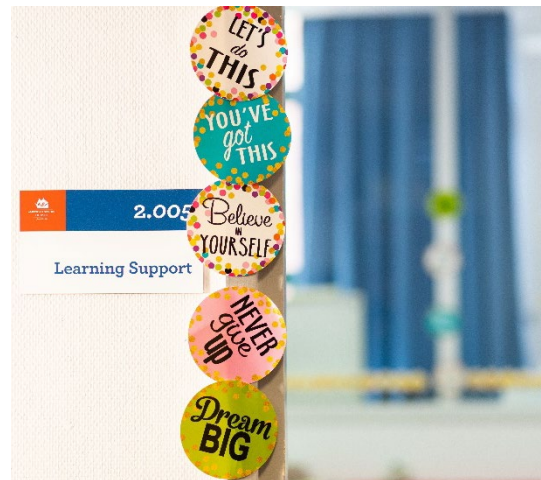
language and culture, which engages students in a fun, interactive, and comprehensive language acquisition program.

Lower School children are intellectually challenged while also learning to be creative, inquisitive, and caring people. With small class sizes and a committed, experienced faculty, the Lower School provides students with a collaborative learning atmosphere and individualized attention. They are dedicated to encouraging a spirit of creativity and inquiry, promoting the learning of key skills, and cultivating students' self-expression abilities.

### Support Services

Learning is a personalized experience at ASP. All learners, including students who do not speak English as their first language or who need extra support inside and outside of the classroom, are offered support.

Experts are there to guide each child along their learning journey. ASP is proud to serve a large population of international students from diverse cultural and linguistic backgrounds. Students come with a wide variety of previous experiences, complex learning, and social and emotional needs. The suite of Support Services includes the Learning Support Program, which seeks to meet students' academic and behavioral needs, as well as the English as an Additional Language (EAL) program, which focuses on students learning and improving their English language skills. The English as an Additional Language program is available beginning in Grade 1, after testing, to ensure that all students are supported in their transition to English-language instruction.



### Arts, Athletics, & After School Activities

The ASP Lower School buzzes with activity long after the final bell rings, and our rich extracurricular program offers students a world of choices in the arts, athletics, and other fun activities. From Musical Theater to Soccer and Volleyball, from LEGOs and Yoga to Science and Digital Media clubs, there is something for everyone! After-school activities are available every day for students in Grades 2–5. Activities are available two days per week for students in Grade 1 and one day per week for students in K3–K5.



## Community

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### Students and Parents

Students at ASP represent 63 different countries; they are sociable, inquisitive, vivacious, creative, and compassionate. They enjoy and appreciate the incredible opportunities ASP has to offer and show their determination, ambition, kindness, and enterprise in various ways. They speak a variety of languages but share English in common and all speak French or are learning it. The parent community is equally diverse and dynamic from a wide range of corporate, NGO, diplomatic, creative, and other backgrounds. A remarkable Parent Association, the PFA, has done an extraordinary job of fostering a close-knit and involved community. There are many opportunities for parents to get involved and contribute to the school. They partner with the LS team to support clubs, organize events, and build community.

### Faculty

Recruited locally and internationally, the faculty and staff of ASP are a close team of passionate individuals, proud of the school and its role in creating an environment where all can thrive. Turnover is exceptionally low—once people come to Paris, they are highly motivated to remain. They come from over 18 countries, with 42% hailing from the United States, and 32% from France. They are highly qualified (74% possess a master's degree or higher), experienced (82% have 11–30 years of experience), and committed to ASP (70% have remained at the school for at least six years).

### Student Wellbeing

At ASP, they believe that achieving your personal and academic best depends upon feeling a strong sense of belonging, being supported in maintaining balance and nurturing positive relationships. With Guidance Counselors in each Division, a dedicated Child Safeguarding team, and a Justice, Equity, Diversity, and Inclusion task force, support is readily available for students and families. Caring for children's well-being is the priority, both inside and outside of the classroom!





## The Lower School Campus

### Facilities & Premises

The lower school has its own entrance east of the main campus. There is a dedicated Lower school playground and an EC outdoor learning area accessible from the Early Childhood (EC) classrooms. The rooms are spacious with large windows. In the same area, there is a modern, light, airy LS Cafeteria used for activities and presentations for parents. The LS also has access to the main Performing Arts Center for assemblies and performances. There is a delightful and very well-used LS Library, and specialist rooms for Music Art, Learning Support, and French. The Possibility Lab sparks children's creativity and tinkering for creations and innovation, while the Discovery Lab provides students with a space for exploration, investigation, and building. For sports, the lower school uses the 'Field House', a large gym with a bouldering wall.



### Environmental Sustainability

The school has a strong and growing commitment to environmental sustainability. It is a key strand of the facilities strategy and a strong element of the curriculum. The school has recently installed a pilot project of solar panels as a result of a student's physics projects and some impressive lobbying; the lower school green team established a paper recycling program.

## Living in Paris

Paris, the capital of France, is a prominent city in Europe and a global center for art, fashion, cuisine, and culture. Its 19th-century urban landscape is characterized by broad boulevards and the Seine River. The city is renowned for its cafe culture and designer stores along the Rue du Faubourg Saint-Honoré, in addition to famous attractions such as the Eiffel Tower and the Gothic Notre Dame church. Paris has been one of the world's most important and beautiful cities for centuries. It is valued for the opportunities it provides in business and trade, education, culture, and recreation. Its nickname "the City of Light" remains accurate, as Paris has maintained its status as an educational and intellectual hub.



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## Fast Facts

Year Established	1943
Accreditation Agency	CIS, MSA, IB
School type	K-12 international
Language of Instruction	English
Total Enrollment	776
Lower School Enrollment	231
Middle School Enrollment	189
Upper School Enrollment	356
Student Nationalities	63
Average % Home Country Nationals	16.4%
Student Age Range	3-18
Percentage of Annual Student Turnover	30%
Student-to-Faculty Ratio	8:1
Number of Faculty	150
Faculty Nationalities	26
Percentage of Annual Faculty Turnover	5-10%
Tuition (2022-2023) and Currency	€19,570 – €36,550
Annual Operating Budget and Currency	€37,000,000
Number of Board Trustees	16
Average Class Size	18



## Application Instructions

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Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the American School of Paris | Lower School Director search. She will be assisted by Dr. Nadine Richards, Director of Leadership Searches, Global Recruitment, along with other 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: **March 15, 2023 | 11:59 EST (Eastern Standard Time)**

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory references request to your ISS 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 ISS EDUrecruit, click here: [American School of Paris | Lower School Director](#)

**Candidates Already Registered with ISS EDUrecruit**, log into your account [here](#).  
To apply in ISS EDUrecruit, click here: [American School of Paris | Lower School Director](#)

**IMPORTANT NOTE:** Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the American School of Paris (ASP) 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 the 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](#).