

## Leadership Search




**Director**  
**American International School of**  
**Monrovia**  
*Monrovia, Liberia*

Application Deadline: February 27, 2023  
Start Date: August 2024

ISS is pleased to conduct this full search.

Learn more about 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)



## Desired Qualities and Qualifications

The Board of Trustees seeks a U.S.-certified, experienced international leader committed to a long-range vision of providing an excellent international education for families living in Monrovia. The Director is responsible for administering the American International School of Monrovia within the limits imposed by the Board of Trustees policies and established procedures. The Director is responsible for the selection and assignment of all school employees, the management of plant and equipment, the administration and supervision of the educational program, the attainment and renewal of accreditation, and the maintenance of school-community relations.

The Director is responsible to the Board of Trustees for their actions. They may delegate portions of these responsibilities to members of their staff (with appropriate authority) but cannot relinquish the overall final accountability for all results. The Director is given the authority by the Board of Trustees to supervise all school activities as defined by school policies. The Director establishes and maintains an orderly plan for preserving and making accessible the policies adopted by the Board of Trustees and the administrative rules and regulations needed to put them into effect. Such documents shall be accessible to all members of the school community.

## Duties and Responsibilities

In order to help AISM continue on the road to excellence, the successful candidate must be:

- A visionary and inspirational leader
- An instructional leader able to inspire educational excellence and rigor
- A confident, collaborative decision-maker
- An outstanding communicator
- A skilled recruiter, able to attract, develop, and retain outstanding educators
- Committed and able to implement a complex standards-based academic program, with multi-age mastery-flexible learning components
- A leader with exceptional interpersonal skills with staff, parents, and students
- Experienced with accreditation processes
- A pedagogical leader who can understand, share, and emphasize research-based best educational practices
- Versatile in technology and computer-based assessments to fully understand our students' needs
- Experienced with developing extracurricular programs such as music, art, and sports

## Approach and Attributes

- A passion for student learning and familiarity with current research in international education
- Able to identify the teachers who will move the school forward towards a continuous & rigorous academic program
- Empathic and compassionate, yet firm when making difficult decisions
- Able to maintain a high ethical standard and ensure appropriate levels of confidentiality
- Familiarity with working with schools that are sponsored by the U.S. Department of Overseas Schools

## Salary & Benefits

An initial three-year renewable contract will be commensurate with the qualifications and experience of the successful candidate. Benefits include housing, (provided by the school and located on school grounds), use of the school vehicle, a stipend for a phone in Liberia, health insurance, utilities, etc.

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



## The School

The American International School of Monrovia is a fully accredited, independent, coeducational, nonsectarian day school established in 2007 on the historic school site of the American Cooperative School, which closed due to civil unrest in 1990. The school has enjoyed the unwavering support of its entire stakeholder community over the past 16 years. The school has expanded from K-8 to K-12 and will have its first graduating class in 2024. Recently, having successfully gone through the re-accreditation process in the fall of 2022, the stage is now set for an even more robust and rigorous decade of growth and progress for AISM.

Over 50 years ago, with the arrival of a large expatriate community in Monrovia, a need arose to provide an American education for expatriate children in Liberia. The American Cooperative School (ACS) came into being, starting with just a handful of students. ACS evolved into a school of over 400+ students and was known as one of the top American-International schools in West Africa. As the school grew so did the diversity of the students attending, and at one point the school hosted students from over 40 countries. Many of the families at ACS either worked for multinational companies, were members of various diplomatic communities, or were local Liberians.

Due to the Liberian Civil War, the school closed in 1989 but after several years of peace and a strong desire to reopen the school from the ACS alumni, local Liberians, and the unwavering support of the American Ambassador Booth, The American International School of Monrovia (AISM) opened its doors on October 8, 2007, to a new school and a fresh start. The opening of AISM was a strong signal to international organizations, companies, nonprofits, and diplomatic communities that Liberia could once again be a family post. Moreover, more Liberian families began returning home to AISM. Former Liberian President Ellen Johnson Sirleaf was instrumental in opening AISM and continues to be an advocate of the school.

## Mission

The Mission of AISM is to inspire learners to be inclusive, resilient, and creative critical thinkers. We strive to prepare our diverse student body to thrive in an increasingly complex world and to generate innovative solutions to the challenges of the future.

## Accreditation

AISM is licensed to operate by the Liberian Ministry of Education and accredited by the Middle States Association of Colleges and Schools (MSA).

## Governance

A nine-member Board of Trustees governs the school. Four of the nine voting members are appointed by the U.S. Mission to Liberia; one member is from the U.S. expatriate community and is not affiliated with the school or the U.S. Mission. The remaining four members of the Board of Trustees are elected by the parent community.



## Curriculum

AISM follows an American curriculum framed by AERO standards. AERO stands for American Educators Reaching Out which is aligned with Common Core. AERO is used as a guiding framework in most Office of Overseas Schools. Instruction is in English, and the average student/teacher ratio is 10/1. AISM is in an accredited stage by the Middle States Association of Colleges and Schools.

## Academic Calendar

AISM academic calendar consists of two semesters within 180 days of classroom instruction. The first semester commences in August and finishes in January and the second semester commences in mid-January and concludes in mid-June.



## The Academic Program

### Elementary School

Elementary School begins with PreK and culminates in Grade 5. They have a combined PK - 4-year-old class and one section of grades Pre-K-5 with a maximum class size of 15 students. Pre-K & K enjoys its own playground, designed for the enjoyment of its youngest students. The program follows the Creative Curriculum model. Creative Curriculum is research-based and supports the development of the whole child. High-quality, comprehensive resources empower teachers to intentionally teach and care for the youngest learners during the most critical and formative years of development.



AERO Standards guide the curriculum used in Grades K-6. AERO is in alignment with research-based trends in the development of curriculum worldwide, particularly with the Common Core initiative in the U.S. Most US Office of Overseas schools utilize AERO standards. The K-6 school day incorporates daily instruction in core classes English, Math, Science, and Social Studies while enhancing the curriculum with classes in Art, French, Computer Science, and Physical Education. Teachers integrate technology in all subject areas. Each classroom is equipped with a comprehensive library of children's literature and informational texts. The Elementary Division has a dedicated outdoor space, where students can enjoy learning in and out of the classroom.



### Middle School

The middle school program is intended to enrich and further develop students as they make the transition from elementary school to high school. Middle school is a huge growth time for students physically, emotionally, and cognitively. AISM views academics as their primary responsibility but also acknowledges that the social-emotional development and well-being of young adults are critical to how they see themselves and others. They purposefully organize students when working in small groups and teach them to critically analyze information to form their own ideas, thoughts, and opinions.

Middle School at AISM consists of Grades 6 – 8. Students have eight different classes; English, Math & Science – meet every day for 1 hour. Social Studies, Art, PE, Theatre/Tech/Health rotate every other day. Students have a different teacher for each class. Middle School students can join the AISM-MUN. The Model UN is a popular activity for those interested in learning more about how the UN operates. Hundreds of thousands of students worldwide take part every year at all educational levels.

### High School

The American International School of Monrovia College Preparatory High School offers an American Diploma that emphasizes, Pre AP and AP courses in each year of high school with a service-learning program in Grades 11 and 12. They believe that by challenging students while supporting them in rigorous core classes, they are better prepared for colleges and universities. They are the only high school in Monrovia to offer on-site PSAT and SAT preparation and testing.



The High School program of study prepares students by engaging them in meaningful and challenging coursework starting in Grade 9. Their faculty is diverse and well-qualified to implement high-level curricula throughout all subject areas. Some online classes are used in Grades 11 and 12 to supplement the program of study, as needed. One of the unique features of the high school program is its service-learning program in Grades 11 and 12. They are uniquely situated as AISM- CPHS in Liberia (small school with big dreams) where they can pair students with NGOs, non-profits, and diplomatic communities to experience a service-learning project. Students plan and implement service projects that will highlight their unique interests and leadership skills while preparing them for college/university and a potential career.

## Learning Support

The Learning Support staff is a valuable resource for the classroom teacher and parents. They provide information and insight regarding students who may need academic support. When students are deemed to require learning support at AISM, AISM Learning Support staff will address what the individual student needs to make educational progress. If a student has a Learning Support Plan or an accepted Individual Education Plan from another institution, AISM Learning Support staff will address what the individual student needs in order to make educational progress. Students who qualify for extra academic support work with the Learning Support Administrator and/or a Learning Support assistant. The Learning Support administrator, Learning Support assistant, and the classroom teacher work collaboratively to ensure that the student has access to the grade level curriculum as well as other curricula if needed. If a student needs additional academic support, the Learning Support team may work directly with the student.

## Technology

AISM is a “Bring your own device” (BYOD) school. The school uses Google Chromebooks and the Google operating system. They ask that every student bring their laptop which will get synced to the school's network. Technology is no longer a singular class and is incorporated throughout the curriculum. With the pulse of education being driven by technology it is imperative that the school fully embraces the ever-changing landscape of technology by incorporating the use of educational apps. AISM currently offers Coding Classes taught in elementary, middle, and high school. The school is primed to start robotics programming classes in fall 2023.

## Arts, Athletics, & After School Activities

AISM provides a range of after-school activities. Classes include Yoga, African Dance & Drumming, Baking and Cooking Classes, Yearbook Committee, Indian Dance, Chess, Painting, Entrepreneur Classes, Jewelry making, African Textile classes, Rubik’s Cube Club, Basketball, Sorcerer, Homework Assistance and so much more. AISM views after-school activities as a real opportunity to further broaden their student’s cultural and intellectual horizons. The After School Activities sponsored its first Winter Fair where students sold items they made in the Entrepreneur Class. The Fair will be expanded to include arts and craft items, a stage for performances to celebrate the ASA program accomplishments.





## Community

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### Students

The American International School of Monrovia opened its doors in 2007 to about 30 students in Grades K through 6. The school has expanded to a fully accredited high school and steadily growing population of 110 students with an anticipated growth to 125 students in Fall Of 2024. Children of US diplomats make up 25% of the students, 23% are Liberian families, and 10% are Lebanese families living and working in Liberia. The remainder is a wonderful representation of the world with families from Italy, Netherlands, Rwanda, Namibia, Ghana, Nigeria, Canada, United Kingdom, and Sweden. AISM is the true meaning of international school education.

### Faculty

The 2022-2023 school year began with 20 faculty members. Faculty nationalities include American, Liberian, Mexican, Indian, Lebanese, and Venezuelan. The average student-to-teacher ratio is 10:1. Over half of AISM teachers have advanced degrees and the average turnover rate of faculty is less than 10%. Most faculty members have an elective class that they teach either for the Middle and High school or as an after-school elective. The teachers make their unique bonds and spend their down time exploring Liberia.

### Child Protection

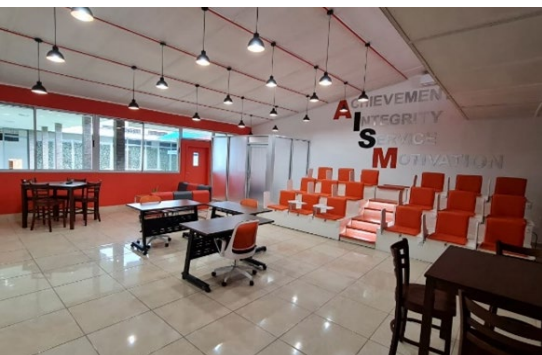
AISM endorses the UN Convention on the Rights of the Child, of which Liberia is a signatory. All staff are required to report suspected incidents of child abuse or neglect, whenever there is reasonable cause to believe that a child has suffered or is at significant risk of suffering from abuse or neglect. Reporting and follow-up of all suspected incidents will proceed per administrative regulations, respective to this policy.



## The Campus

### Facilities & Premises

The school is located in a residential area, approximately five miles from downtown Monrovia in a neighborhood named Congo Town. AISM has 22 renovated classrooms that include Smart TVs. The classrooms are spacious and enjoy easy access to the outdoor areas. The school began construction on a Science Wing that will be completed by Fall 2023. The Science wing will include a state-of-the-art Science Lab, Classroom space and a Greenhouse. The cafeteria is run by a licensed nutritionist who serves delicious healthy meals along with authentic Liberia dishes. All teachers' apartments have been refurnished with new furnishing, fresh paint, and washers in the unit. All expat staff reside on campus and their housing includes internet, electricity, and bottled water.



## Living in Monrovia

Monrovia is Liberia's largest city with a population of just over a million inhabitants. Despite being a capital city, Monrovia has a rustic urban feel. There are modest swim and tennis clubs, several nice restaurants, adequate shopping close at hand, several fitness clubs. The school has an American standard sized gym and all classrooms and housing have air conditioning. On long weekends and vacations, there is a diversity of environments to explore.

Picturesque African beaches to dine on are just 15 minutes from the school site, with the highlands of the dense jungle interior and rain forests within a few hours driving distance.



[Visit the American International School of Monrovia website to Learn More](#)



## Fast Facts

Year Established	2007
Accreditation Agency	MSA
School type	Private
Language of Instruction	English
Total Enrollment	110
Elementary School Enrollment	40
Middle School Enrollment	40
High School Enrollment	30
Student Nationalities	USA, Liberia, Lebanon, Italy, Netherlands, Rwanda, Namibia, Ghana, Nigeria, Canada, United Kingdom, and Sweden
Average % Home Country Nationals	23%
Student Age Range	4-18
Student-to-Faculty Ratio	10:1
Number of Faculty	20
Faculty Nationalities	American, Liberian, Mexican, Indian, Lebanese, Venezuelan
Percentage of Annual Faculty Turnover	less than 5%
Tuition (2022-2023) and currency	\$11,900 - \$21,300
Number of Board Trustees	9

## Application Instructions

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Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the **American International School of Monrovia | Director 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: **February 27, 2023 | 11:59 EST**

- 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 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 International School of Monrovia | Director](#)

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

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the American International School of Monrovia (AISM) 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](#).