

Leadership Search



Elementary Principal The American School Foundation of Guadalajara *Guadalajara, Mexico*

Application Deadline: October 28, 2022
Start Date: July 17, 2023

Desired Qualities and Qualifications

Reporting to the Director General, the Elementary Principal creates and maintains a safe and productive learning environment where children are inspired to learn and be agents for positive change in their community. Clear and frequent communication with the Director General and the senior administrative team, including the 3 other section principals, assures a one-school philosophy from nursery through 12th grade. The Elementary Principal oversees school climate, hiring and retaining outstanding faculty and staff, professional development and evaluation, and maintaining high standards in all areas of student and staff performance and wellness.

Skills, Experience, & Attributes Sought

- Bilingual (English and Spanish) preferred
- Effective written and verbal communication skills
- Supervisory and leadership qualities
- Knowledge of the best practices in education and educational administration
- Creative thinking skills
- Problem-solving skills

Academic & Professional Qualifications

- Master's degree in education
- School Administrator License
- 3 years experience as a Principal Leader
- Preferably around 15 years in education and 5 years in senior administration

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.



The School

The American School Foundation of Guadalajara, A.C. is a private co-educational school offering a bilingual, bicultural, and secular educational program from nursery through twelfth grade. The school is in Guadalajara, Mexico's second largest city with a population of over 6 million. ASFG was founded in 1908, incorporated as a not-for-profit organization in 1956, and has been accredited by SACS-CASI, AdvancED (now Cognia) since 1965.

Mission

Educating students in a bilingual, bicultural, and secular environment to be purposeful learners, critical and creative thinkers, effective communicators, and community contributors, based on a foundation of honor, freedom, and commitment.



Vision

Inspire, educate, and act to better our world

Accreditation

The American School Foundation of Guadalajara, A.C. has been accredited since 1965 by Cognia, formerly AdvancED. Accreditation is important to ASFG because it reflects a strong commitment to standards of excellence. ASFG hosts a review of its US accreditation every five years.

From early childhood through ninth grade, ASFG is incorporated with the *Mexican Secretary of Education of Jalisco* (SEJ). For tenth through twelfth grades, the school has an agreement with the *National Autonomous University of Mexico* (UNAM) which validates the high school academic program. The school is fully accredited pre-kindergarten through twelfth grade by Cognia in the United States.



Governance

The American School Foundation of Guadalajara, A.C., an “*Asociación Civil*” (non-profit organization), was formed and legally constituted on April 17, 1956. It is administered by a Board of Trustees and a Board of Directors. The director general is charged with managing and leading the school and is supported by the board of directors employing best practices for governance in independent schools.



Curriculum

The academic, co-curricular, and human development programs at ASFG challenge students to grow, engage meaningfully in their learning, and be creative, analytical, and collaborative in their daily work. As a college preparatory institution, students are prepared to be successful in the best international and national universities as demonstrated by the college admission results year after year. The school has a dual curriculum that incorporates both US and Mexican standards.

Academic Calendar

The school year is from mid-August to mid-June.



The Academic Program

Early Childhood

Inspired by Reggio Emilia philosophy, early childhood teachers encourage students to investigate materials, choose areas to work, and carry out group projects. Students engage in free play, choose from a wide number of activities available to them in the block area, drama center, and reading area. Through play, children experiment with different objects and situations, make choices, and negotiate with friends about what activities to pursue. The Early Childhood principal and the Elementary principal work closely to assure a seamless transition from kindergarten (EC) to pre-first grade (ES).



Elementary School

The elementary section follows a six-day cycle which provides a consistent and ongoing program for co-curricular classes in art, music/band, physical education (including swimming), library, as well as the technology and science lab programs. All elementary children participate in a bilingual program that consists of the accredited US curricular English program and the official SEJ (Secretaría de Educación Jalisco) Mexican program. International students who do not speak Spanish attend Spanish as a Second Language classes until they are ready to be integrated into the Mexican program. The elementary program incorporates Balanced Literacy, Illustrative Math, the Next Generation Science Standards, a holistic human development program, hands-on learning and service learning. Teachers are supported by two full-time instructional coaches in literacy and math.

Learning Support

Support Services provides educational support in English language subjects (reading, writing, math, science). Support Service teachers provide direct instruction in English language subjects through small pull-out classes and co-teaching in the regular classroom. Students can be referred by their teachers and parents. Students receiving support services are monitored by the support service teachers in close consultation with the homeroom teachers. The Support Service aims to provide the necessary level of academic assistance to any 'at risk' learners in the most timely and effective manner possible. The ASAP program provides an individualized learning program for students from 3rd language backgrounds who would not otherwise be able to attend ASFG.

Technology

Technology at ASFG is aimed at supporting teachers and empowering students to be purposeful learners, critical and creative thinkers, effective communicators, and community contributors in a global, interconnected world. Teachers are encouraged to integrate hands-on learning into their daily teaching while inspiring ASFG students to be creative and communicate their best thinking. Interactions with technology provide students with the highest level of knowledge and skills they need to succeed in today's universities and the global workplace.



ASFG's technology is woven throughout the campus at all grade levels. The youngest students are exposed to an intuitive technological experience with classroom computers and tablets. The upper-level students learn specialized skills such as 3D design and printing, professional multi-media production, website design, and programming. These learning opportunities are made easier with the tools ASFG offers (iPads, Chromebooks, MacBooks) and through integration into all curricular areas.



Arts, Athletics, & After School Activities

The ASFG physical education and sports department is committed to offering a formative sports program and wellness program that fosters a healthy lifestyle as well as develops a broad range of individual and team athletic skills. Students in nursery through ninth grade participate in a scheduled physical education school day program. Beyond ninth grade, physical education can be taken as an elective. The ASFG facilities include a solar heated swimming pool, a soccer field, track, basketball and volleyball

courts, and a multipurpose gymnasium. The after school co-curricular program provides a wide range of sport opportunities for students who are interested in participating on a team.



The Community

Students

Early Childhood (EC) students make up about 14% of the ASFG student population. These 200-plus students are divided among nursery, pre-kindergarten, and kindergarten grade levels. In Elementary, 500-plus students are divided among pre-first through 4th grade. Approximately 80% are from Mexican families and are native Spanish speakers. Our international students are from, in descending order, the United States, India, Japan, South Korea and 26 other countries around the world.

Faculty

The team approach is a key component of faculty development and students' success. Teachers work within grade level teams to plan instruction and meet the individual needs of the students in their grade level. Teachers carefully monitor and attend to the academic, social, and emotional development of their students. Professional development opportunities include in-house training, visiting consultants as well as online and travel opportunities.



Student Wellbeing

ASFG is committed to providing a supportive, caring, and safe environment where all members can work and learn to fulfill the mission and learning goals of the school. Parents, teachers, students, and the entire school community have a responsibility to contribute to the protection and maintenance of this environment.



The Campus

Facilities & Premises

ASFG has been located at the present site since 1960 and since 2020 is undergoing a four-phase construction project on the same location as the current campus. After 2 years of construction, which included the completion of a brand new 6-story building and plaza, Phase 1 was completed in August 2021, just in time for a return to in-person classes after a year and a half of online and hybrid learning. The campus is comprised of 92 classrooms, an auditorium, two libraries/media centers with 35,000 volumes, six science labs, computer labs, an infirmary, two cafeterias, a solar heated swimming pool, a soccer field, track, basketball and volleyball courts, and a multipurpose gymnasium.

Sustainability Education: ASFG and the Greater Community

ASFG has a long history of educating students and their families for sustainability. Led by our ASFG Green committee, we strive to create sustainable elements on our campus where students learn first-hand how to live a low-impact lifestyle. These elements include a school-wide gardening program, on-site composting, photovoltaic panels, solar-thermal panels, on-site recycling center for staff and families, a no-single-use plastic policy, Monarch butterfly waystation, carpool and busing program, and a yearly celebration of environmental sustainability through our Eco-Race and Green Market Family Day.

Students of all grade levels learn about sustainability through interdisciplinary projects. Parent workshops on environmental themes are offered regularly, and a volunteer Parent Green Team supports the school's efforts. ASFG has been recognized at the municipal, state and federal levels as a leader in sustainability education.

Living in Guadalajara

Guadalajara, also known as the 'Pearl of the West,' is in the central region of the Western-Pacific area of Mexico. It is the capital of the Mexican state of Jalisco and the 10th largest city in Latin America and the second most populous metropolitan area in Mexico. Guadalajara is the cultural center of Mexico. It hosts several large-scale cultural events such as the Guadalajara International Film Festival, the Feria Internacional del Libro, and, in 2026 will be a host city of the Soccer World Cup. Guadalajara boasts a modern, cosmopolitan atmosphere while maintaining its provincial traditions and customs.



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Fast Facts

Year Established	1908
Accreditation Agency	Cognia and Secretary of Education
School type	N-12 non-profit independent school.
Language of Instruction	70% English 30% Spanish
Total Enrollment	1492
Elementary School Enrollment	525
Student Nationalities	31
Average % Home Country Nationals	85%
Student Age Range	2 - 19
Percentage of Annual Student Turnover	10%
Student to Faculty Ratio	10.6
Number of Faculty	277 staff members / 158 faculty
Faculty Nationalities	8
Percentage of Annual Faculty Turnover	US teachers: 6 years Mexican faculty: 15 years.
Tuition (2022-2023) and currency	\$294,410 MXN / \$14,720 USD
Annual Operating Budget and currency	\$327,433,000 MXN/ \$16,371,000 USD
Number of Board Trustees	16
Average Class Size	22

Application Instructions

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the American School Foundation of Guadalajara | Elementary 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: [October 28, 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: [The American School Foundation of Guadalajara | Elementary Principal Search](#)

Candidates Already Registered with ISS EDUrecruit, log into your account [here](#). *
To apply in EDUrecruit, click here: [The American School Foundation of Guadalajara | Elementary Principal Search](#)

*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 the American School Foundation of Guadalajara (ASFG) 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.

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](#).