

Leadership Search



Head of School
Georgetown International Academy
Georgetown, Guyana

Application Deadline: April 1, 2022
Start Date: July 1, 2023

ISS is pleased to conduct this full search.
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The Position

Overview

The Head of School is responsible for the overall operation of the school including general administration of all pedagogical, business, facility, security, personnel, and other operations. Candidates must possess integrity as well as excellent leadership, communication, and interpersonal skills. The Head of School is responsible for advising, reporting, and making recommendations to the Board of Directors in regard to these activities, and shall perform all duties and accept all responsibility that comes with being Head of School.

Reports

Board of Directors

Skills, Experience, & Attributes Sought

Georgetown International Academy seeks a Head of School with previous successful experience in international school leadership. Applicants with a strong track record in the US market who possess an international background and/or strong global mindset and diverse international experiences will also be considered.

The most qualified candidate will demonstrate the following knowledge, experience, and abilities:

- Embrace and promote the mission, vision, and values at GIA
- Facilitate strong working teams, delegate appropriately and ensure accountability
- Build meaningful communication with stakeholders to foster a strong sense of community
- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.
- Work with staff to plan, implement, and evaluate the curriculum on a systemic basis; included students and community representatives (when appropriate).
- Encourage the development and piloting of research-based and proven innovative programs.
- Facilitate the planning and application of emerging technologies in the classroom.
- Incorporate a multi-tiered support system to meet the needs of students and effectively plan differentiated instruction
- Recruit, hire, develop, manage, and retain a high caliber administration, faculty, and staff
- Manage a successful faculty evaluation and development process to ensure teacher effectiveness, continuous professional development, and program excellence
- Work closely with the Board of Directors to build a true partnership in governance, strategy, accountability, and leadership
- Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
- Through the use of effective communication skills, foster collegiality and team building among staff; encourage their active involvement in the decision process.
- Communicate and promote expectations for high level performance from staff and students; recognize excellence and achievement while promoting a positive, caring climate of learning.
- Facilitate effective and timely resolution of conflicts.

Academic & Professional Qualifications

- Advanced degree in educational leadership, school administration or related field (Master's or Doctorate Degree) preferred
- Significant leadership experience in education, with a deep understanding of best practices, innovative pedagogy, and challenging academic programs
- Previous prior experience with building, expanding and/or relocating a school
- Previous experience with school accreditation
- Exceptional interpersonal skills and the ability to communicate effectively with prospective families, current families, teachers/staff, students, and community members
- Ten or more years' experience as a classroom teacher, curriculum specialist or similar experience
- Leadership approach that empowers teachers and staff to accomplish goals

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

Georgetown International Academy is known locally as the “American School” of Guyana. The school provides an American international curriculum that facilitates an easy transition for students to and from other American, Canadian, and international schools and universities. Founded in 1971 by members of the US Embassy community in Georgetown, GIA has long been the school of choice for various diplomatic posts in Guyana and serves the expanded diplomatic community in Georgetown, such as the European Union, Chinese Embassy and various NGOs. In most recent years, GIA has been the selected school for growing expat community of Exxon Mobile employees and families. It also meets the needs of the local Guyanese community and other business expats that desire a fully accredited American international education.

GIA is divided into four areas: the Early Years School (nursery to kindergarten), the Elementary School (grades 1-5), the Middle School (grades 6-8) and the High School (grades 9-12). In all areas, students are given multiple opportunities to develop their skills, character, talents and passions through a multitude of learning experiences.

GIA offers a wide range of elective courses and after school activities to foster each child’s interests and development. All classes are taught in English with the exception of the foreign language classes. Extra support is given to English-language learners through a full learning support system. GIA offers specialized support to those children with mild-to-moderate disabilities and/or special needs and has specialized faculty to address academic skills in most grades. In addition, the school has two school counselors – one of which is assigned to the early years and elementary school and the other is assigned to the middle school and high school. The counselors provide social-emotional support and academic guidance.

Mission & Vision

Mission

To provide opportunities and challenges for each student to succeed as a lifelong learner and responsible citizen in a changing world by:

- Promoting high standards of education that are grounded in research within a collaborative, student-centered learning community
- Promoting the skills, knowledge, and attitudes necessary for lifelong development of a well-rounded individual
- Preparing students to adapt and adjust to the complexities and challenges of the increasingly interdependent and constantly changing world

Fostering awareness of rights, duties, and responsibilities of a globally aware and socially responsible citizen with a focus on respect for other cultures and nationalities.

Vision

GIA is a 21st century learning community for global citizenship committed to world class excellence and empowering well-rounded individuals educated for success in life.



Overview

Accreditation

The school is governed by a School Board of 7, comprised of parents who have been democratically elected by the parent association. The school is incorporated in Guyana and operates within the laws of that country, but is fully accredited by Cognia, formerly known as AdvancED, in the U.S.

GIA, the only school in Guyana to be US accredited by the world's largest education community, Cognia. Cognia serves thousands of public and private schools across the US and in 69 countries that educate over 15 million students. Therefore, students can transition seamlessly to other schools overseas and/or in the US. In March 2019, GIA successfully completed an updated review process and is once more accredited until June 2024.



GIA has a Parent Teacher Organization (PTO) that provides significant support to the educational program. The PTO's mission is to serve as a powerful voice for children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child. The school encourages every parent to become actively involved in the PTO.

GIA's Student Council consists of elected representatives of the student community, led by four student office holders. The Student Council provides students with the opportunity to be involved in the democratic process by initiating, promoting, and implementing programs for student and school development.

In June 2014, GIA became a member of the Kiwanis Key Club program which is a world-wide community service organization. Students of Grades 9-12 are encouraged to join the Key Club and actively participate in its initiatives.

[GIA is an official American Overseas School](#) (A/OS) and thereby receives aid grants and similar benefits from the US Department of State in Washington D.C. Throughout its existence, GIA has enjoyed a special relationship with the US embassy in Guyana, and the support of the United States Ambassador. GIA also enjoys the unofficial support of other embassies and high commissions including the Indian High Commission, Canadian High Commission, and European Union.

GIA is also a member of the American International Schools of the Americas (AMISA) formerly known as Association of American Schools in South America (AASSA), which is a group whose mission is to provide and promote programs and services to member schools to enhance the quality of American International Education, as well as the Association for the Advancement of International Education (AAIE).

Curriculum

GIA provides an early childhood (nursery) through grade 12 curriculum that is comparable to US-based schools. The early childhood curriculum emphasizes play-based learning and academic readiness for pre-k and beyond. The learning standards are derived from Common Core and the Next Generation Science. The school provides a rigorous pre-K through 12th grade curriculum to enrich and meet the needs of the school's international and diverse student body. In addition, the school also provides a full learning support system that supports ELL (English Language Learners) and students with special needs and disabilities.

Teachers at GIA are also expected to be up-to-date with research-based curriculum and teaching standards. As part of this expectation, the teachers at GIA participate in professional development throughout the year. Before the start of the new school year, there is one weeklong of professional development and training. They also participate in professional development 4 times a year internally.

The favorable student/teacher ratio is conducive in giving differentiating instruction, flexibility, and the accommodations of mild special needs. Approximate teacher-to-student ratios for elementary students are 1:5, middle school students are 7:1 and high school students are 1:9.

The curriculum at GIA is reviewed, implemented, revised, refined and evaluated annually on a 5-year cycle to make sure that all subject areas are up-to-date, meet US and international standards, support 21st Century Learning and are developmentally appropriate for age and grade level expectations. The curriculum is supported by teaching methodologies that create a student-centered learning environment that uses inquiry-based investigations, discussions, projects, demonstrations, modeling, role-play, group work, and interdisciplinary units and assignments. The school also offers several AP courses for students who qualify.

In addition to the core curriculum, GIA's academic program is augmented by music, art, French, Spanish and physical education. University counseling is provided for 11th and 12th grade students. GIA also provides extra-curricular activities that are open to the student body and include activities such as karate, dance, soccer, arts & crafts, photography, painting and drawing, basketball, book club, speech & debate and many more.

GIA evaluates student and curricular performance through means of assessment including standardized testing. GIA regularly uses the MAP testing to assess student progress.



The curriculum is reflective of that offered by U.S. elementary, middle and high schools, with additions intended to assist pupils in understanding Guyana and Caribbean geography and history. Textbooks are current and are from major U.S. educational publishers. GIA is fully accredited by Cognia, and the curriculum is augmented by educational technology resources. The School is also the official SAT examination center for Guyana.

Technology

At GIA, technology supports learning and the curriculum at every level. GIA has multiple divisional platforms for student online management systems including Seesaw, Raz Kids, IXL, etc. Every student in elementary and middle school has an assigned device, while high school students use a “Bring Your Own Device” (BYOD) program, in which each student purchases his or her own laptop for use at school and at home.

Additional Advanced Placement (AP) and Elective courses are made available to students through the resources of partners at K12.

K12 is an online academic system whose programs cater to all learning needs.

Arts, Athletics, & After School Activities

Annual Clubs

- Student Council-A student-based leadership organization.
- Key Club-International Service Leadership Program.

Weekly Clubs

- Arts & Crafts
- Technology
- Science Book Club
- Performing Arts
- Wellness
- Yearbook
- No-Heat Cooking

Sports

- Karate
- Soccer
- Basketball
- Flag Football
- Dance



Students

GIA's student body and faculty comprise a richly diverse cultural, religious, and ethnic mosaic in which all individuals are respected and valued. GIA's students learn and thrive within a community that appreciates and fosters intellectual vitality, global citizenship, and 21st Century Learning. In 1998, GIA achieved full accreditation from SACS-CASI AdvancED and in 2011, won their prestigious James Stiltner Award for Excellence in Education. GIA's re-accreditation was completed in 2019 and its next re-accreditation is due in 2024. The school also won this prestigious award again in 2019.

Faculty

The faculty is just as richly diverse in culture, religion and ethnicity as the student body. They are the key members of the school. GIA has a total of 41 full time teachers of which 15 are national/local teachers, 17 are US teachers and 9 are from other countries. In addition, the school also has 18 total teaching assistants, which give students a desired student-to-teacher ratio in each classroom. All faculty and staff are engaged, dedicated professionals who love teaching and learning. Along with their expertise, the teachers at GIA set high expectations while also nurturing, respecting and fostering a caring classroom climate. This makes students' experiences at GIA that much more engaging, exciting and rewarding.

Professional Development

Teachers and staff are required to attend a week long professional development at the start of each school year. Throughout the year, all teachers and staff are encouraged to attend 4 professional development trainings hosted internally at the school. Teachers and staff are encouraged to work together to complete lesson plans, align with students' goals and measure student outcomes.

Administration

GIA's administration team is composed of the Head of School and the Principal (nursery to grade 12). Both work in collaboration to run the day-to-day happenings at the school.

Governance

The GIA school community is led by a head of school and a democratically elected school board comprising of seven parents and two nonvoting members. The non-voting members are a teacher's representative and a representative of the US ambassador. The teacher's representative to the Board is elected at a faculty meeting. The head of school also serves as a non-voting member of the board. The GIA Association consists of all parents or guardians of GIA students. All parents or guardians of students at the school are eligible to stand for election to the Board, provided they are not GIA employees or spouses of GIA employees.

The school board meets monthly and produces annual reports on activities and the financial standing of the GIA association. GIA's Association is governed by "Articles and By-Laws", copies of which are available to association members upon request. The function of the Board of the Georgetown International Academy is the overall control and direction of the business affairs of the Association and school. The school Board typically meets on the second Tuesday of the month but may hold extra meetings when warranted. Regular statutory Board meetings are open to parents and personnel.

Community

GIA's community members take pride in their high standards and expectations for students and faculty members. GIA's learning community is also committed to cultivating an appreciation of diversity that extends beyond simple tolerance.

The school appreciates and promotes collaboration, academic achievement, social responsibility, critical thinking and ongoing learning beyond the classroom, integrity, and respect for self, others and the environment. The principle of mutual respect underpins all that they do at GIA. The school believes that:

- Students have the right to learn.
- Teachers have the right to teach.
- Students and teachers have the duty to help and support one another.
- Everyone has the right to be respected and treated fairly.
- The physical and intellectual property of others must be respected.

GIA's nursery through grade 12 curriculum educates the whole child via a balanced, student-centered program that is grounded in academics, fine arts, global citizenship, and health/wellness education. GIA recognizes that learning and education are journeys rather than destinations, and each individual's journey will be individual and unique.

GIA's positive discipline philosophy is grounded in the five TRIBES community agreements of demonstrating mutual respect, listening attentively, showing appreciation, participating actively, and giving one's personal best. Rather than rewards and punishments, the school guides students toward accountable and responsible decision-making that promotes robust self-esteem and ethical citizenship.

Academic Calendar

The school year consists of two semesters extending approximately from the middle of August to the end of January, and from the end of January to the middle of June. There is an 8-week break during June and July. Additional breaks include a 3-week winter break from December to January and a 2-week Easter break in April.

The school year is divided into four terms, with 45-48 days in each term. Report cards are sent home at the conclusion of each term.



Grade Level Overviews

Early Years

The early childhood stage in a child's life is one of rapid brain development, innate curiosity, and enjoyment of simple pleasures. In GIA's early childhood classrooms, the school knows this is such a unique and crucial time in a child's educational journey that they focus in creating an ideal environment for whole child development. Students are nurtured to feel respected, valued and included. They are also provided with structured activities to foster a foundation of lifelong learner.



The Early Years School is made up of the nursery, pre-K, and kindergarten classrooms.

Elementary School

The Elementary School serves students in Grade 1 through Grade 5 and continues to build upon the foundational skills learned through the Early Years School. Students are taught and expected to use higher-order thinking skills and develop problem-solving skills that will build their frustration tolerance along with perseverance. Academic skills are further developed with hands-on projects and collaborative learning.



Physical education, art, and foreign language classes along with core academic subjects make for a well-rounded education. In addition, GIA also offers numerous after school activities to introduce new experiences and further nurture student's interests and passions.

Middle School

GIA's middle school consists of grades 6 through 8 and offers a robust program that consists of core subject areas as well as courses in physical education, art, music, technology, and foreign languages (Spanish and French).

An important goal of the middle school program is to provide engaging learning opportunities, rich with possibilities for academic and social growth, personal challenge, and creative expression. Teachers are committed to helping students develop meaningful interpersonal relationships that reflect a respectful, caring community and their own growing maturity.



As GIA continues to expand and transform, it is committed to providing a learning environment that will nurture the invariable development and change that middle schoolers are certain to experience during this critical time in their lives. They teach their students that intellect, ability, achievement, and motivation are not only interconnected, but fluid—that is, we can grow our brains and abilities by using deliberate and beneficial strategies and thought processes. A healthy growth mindset is a recurring theme in the middle school, and GIA considers it an honor to assist your child in cultivating this practice in and out of the classroom.

High School

The High School consists of grades 9 to 12 and is the least populated school out of all the four areas.

During their high school career, students will take Integrated Mathematics, US History, Us Government, World History, Life Skills, Biology, Chemistry, Physics, English, French/Spanish, Physical Education, and Health & Wellness. They will also be able to study in a self-directed and an online course. Students also select an elective course each year.



Campus

GIA is located approximately three miles from the center of Guyana's capital city in a comfortable residential area. The GIA campus is situated on four adjoining properties and includes two main buildings. The main building houses the elementary school and assembly area. The second building houses the nursery classroom, high school, and science lab. The middle school is located in several small, renovated container buildings which also serve to house the library, special education and music classrooms. The Physical Education and Facilities Offices are located in a small building near the entrance to the campus. GIA's campus includes two play areas and is protected by security fences and round-the-clock guard service.

However, plans for relocating the school and constructing a new school building are currently underway. Projected plans for completion are optimistically set for 2024. Due to the increase in enrollment, adequate space is necessary.



Location

Located in South America's North Atlantic coast, Guyana is bordered by the Atlantic Ocean to the north, Brazil to the south, Suriname to the east and Venezuela to the west. Guyana is the fourth smallest country and the only English-speaking country in South America. It is part of the mainland to the Caribbean region and maintains strong cultural, historical, and political ties with other Caribbean countries. It is part of the Caribbean Community, also known as CARICOM, and hosts its headquarters in Georgetown, Guyana. In 2008, the country joined the Union of South American Nations as a founding member. Guyana's capital, Georgetown, is known for British colonial architecture, such as St. George's Anglican Cathedral and for being the chief commercial and manufacturing center. Guyana was colonized by the Dutch, French and British and its influences are

seen throughout the city. The city also has an extensive botanical garden, a zoo, a seaside promenade, and many outdoor recreational facilities. Since Guyana gained its independence in 1966, the country's chief economic assets have been its natural resources. However, in more recent years, exploration in oil and gas has exploded in Guyana with ExxonMobil being a key player. Due to this oil exploration, there has been an influx of international expats and families moving into Guyana. Because of the recent economic developments in Guyana, a huge part due to the oil and gas exploration, the country has had exponential growth with its infrastructure, economy, and job creation. Overall, the country is undergoing a huge transformation and will continue to grow for years to come.



Fast Facts

Year Established	1971
Accreditation Agency	Cognia
Affiliations	AMISA, AAIE, PTC
School type	Private
Language of Instruction	English
Total Enrollment	228
Percentage Home Country Nationals	18
Student Nationalities	25
Number of Faculty	41
Number of Board Trustees	9
Tuition (2021 - 2022)	USD\$6,201 - \$25,375

Follow School Name to Learn More



Application Instructions

Effective Date: July 1, 2023

Application Deadline: April 1, 2022

Mr. David Randall, Senior Leadership Executive, International School Services, will serve as the lead consultant for Georgetown International Academy Head of School search. He 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:

[Georgetown International Academy Head of School](#)

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. **There is no fee to apply for this position.** *

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

[Georgetown International Academy Head of School](#)

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:

[Georgetown International Academy Head of School](#)

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step in our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles. As such, we request the resume and cover letter you upload to your candidate profile not include your photo. **

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 GIA 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.

* If you are interested in a full candidate membership you can upgrade at any time for USD\$75.

** 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](#).