

## Leadership Posting

### Interim Head of Upper School International School of Amsterdam *Amstelveen, Netherlands*

Application Deadline: May 24, 2022  
Start Date: August 2022

# ISA The International School of Amsterdam

**The International School of Amsterdam (<http://www.isa.nl>) seeks an Interim Head of the Upper School (Grades 6 -12) for August 2022.**

Founded in 1964, ISA has grown to an enrollment of approximately 1,200, from Nursery to Grade 12. The Upper School, including Grades 6-12, has an enrollment of 744 and a faculty and staff of 125. ISA is accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges and is authorized by the International Baccalaureate Organization. In fact, ISA enjoys a long history with the IB, being the first school authorised to deliver the PYP programme alongside the MYP and DP. ISA takes pride in its tradition of educating young people to be successful and constructive participants in the world.

Committed to teaching for international understanding, ISA seeks to provide the highest possible quality international educational programme, challenging students to realize their potential within a safe and supportive school environment. The culture of the school is built around the appreciation and celebration of cultural diversity in an environment that encourages open and effective communication. Students and teachers at ISA are actively involved in the school, local and global communities.

## **The position**

Reporting to the Director, the Head of the Upper School is the educational/learning leader, engaging the Upper School faculty and staff in a collaborative focus on student learning, and bringing our mission statement to life in the Upper School. Combining strong management skills with the role of the educational/learning leader of the Upper School, the Head is responsible for maintaining a safe, positive, nurturing learning environment for students, faculty, and staff; the implementation of our guaranteed, viable written curriculum; and the fulfilment of school-wide and divisional goals and action plans. To ensure our written curriculum is viable and guaranteed, the Head of Upper School works closely with the Head of Lower School to ensure program alignment and consistency of experience for our students as they journey along the continuum of IB programmes: PYP, MYP, and DP.

Additionally, the Head of Upper School is an essential contributor to the strategic decision making of the school, and will actively engage in the leadership, supervision of instruction and the day-to-day operations of the Upper School, including the academic and co-curricular programmes, scheduling, student support services, discipline, college counseling, faculty recruitment and professional development, parent communications, office and budget management.

The Head of the Upper School will have the following key objectives for the upcoming academic year: 2022/2023

Continued implementation of a strategic change program including review and implementation of workflow and processes, scheduling, and organisational structure. This also includes continuing the work already started to set clear expectations and parameters in communications with the ISA community.

### **Key knowledge, skills and experience**

The successful candidate will ideally have demonstrated the following achievements and competencies:

- Prior and successful experience as a Head (Principal) or Assistant Head, in an international school environment
- Demonstrated ability in managing strategic change
- Expertise in manpower rationalization
- Strong communication and diplomacy skills with parents and other stakeholders
- Proven and demonstrable management skills, a proactive approach to problem solving and the ability and experience to inspire and lead others
- The ability to create and sustain a positive collaborative culture
- A commitment to international mindedness
- Graduate Studies in educational leadership/school administration
- Experience with the IB Middle Years and Diploma Programmes
- Expertise in master scheduling
- Exceptional speaking and writing skills
- The ability to make difficult decisions and communicate those decisions empathetically and effectively
- A deep understanding of the unique and differentiated needs and styles of adolescent learners
- Strong skills in classroom observation, providing constructive feedback and teacher evaluation processes
- A deep understanding of the roles of technology with teaching, learning and assessment
- Patience, listening skills, understanding, empathy and a good sense of humor.

### **Particulars of the search**

Candidates interested in and qualified for this position should submit the following to [execsearch@iss.edu](mailto:execsearch@iss.edu) in one document, in pdf format:

- A cover letter, stating the reasons for interest in the position
- A current resume/CV
- Statement of Philosophy on Learning
- Statement of Leadership Philosophy
- Copy of Professional Licensure or Certification
- List of at least three professional references, preferably from individuals who have served in a supervisory role, with titles and contact information

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