

The International School of Bangkok, Thailand

Seeks: (Tentative opening) HS Principal

Effective: July, 2017

Application Deadline: November 11, 2016



ISB VISION: To become a model of excellence in educating students for success in the world community.

ISB MISSION: Through outstanding teaching in a nurturing environment, ISB inspires students to:

- Achieve their academic potential
- Be passionate, reflective learners
- Become caring, global citizens
- Lead healthy, active, balanced lives

ISB DEFINITION OF LEARNING: ISB values meaningful and transferable learning where we construct understanding by developing and applying knowledge, skills and attitudes. As learners, we develop and show our understanding when we:

- Apply our learning to new situations
- Inquire to extend our learning
- Create solutions
- Communicate our learning effectively
- Make connections across our learning
- Reflect critically on our learning



HISTORY: Founded in 1951, ISB was the first international school in the Kingdom of Thailand. The school initially opened on the grounds of the US Embassy with 35 students, but with increasing enrollment moved to different campuses in the Bangkok area. Enrollment reached 3,650 students during the Vietnam War. In 1992, ISB moved to its present 35-acre purpose-built campus, 25 km from the center of Bangkok. 1,820 students are currently enrolled in the Elementary, Middle, and High schools.

COMMUNITY: ISB is proudly international in its student body, enrolling students from more than sixty countries. Students from the United States account for 31% of enrollment, with students from Thailand (24%), Japan (8%), and Korea (7%) forming other major nationality groups. English is a second or third language for more than half of the students. This is a mobile community and approximately 60% of high school students attend ISB all four years.

ACADEMIC PROGRAM: ISB provides a college preparatory program with English as the language of instruction. Graduates earn a U.S. high school diploma and most students elect to pursue the International Baccalaureate Diploma program.

FACULTY: The Pre-K to 12 faculty consists of some 220 teachers including 3 librarians, 12 counselors, 2 psychologists, six learning coaches and 11 special education teachers. Each of the school's three divisions has a principal and one or more assistant principals. There is also a Head of School, a Deputy Head of Learning, and a Deputy Head of School/Chief Financial Officer.

INCLUSION: Our school is part of the **Next Frontier Inclusion** network of schools. This signifies our unwavering commitment to develop our capacity to support more diverse learning needs. Therefore, we are seeking educators that not only embrace inclusion as a concept but successfully adjust their teaching to meet the needs of their students. This includes students who need a higher level of challenge as well as those who require more support or a different approach to their learning.

CHILD SAFEGUARDING: Safeguarding is a priority at ISB. Our Student Safeguarding Policy outlines the measures we take to create a safe and nurturing environment for all of the children we come into contact with in our work, as well as the procedures we use to ensure that we fulfill our professional and ethical obligation to identify children who are in need of help and protection and to take appropriate action to ensure their wellbeing. All employees and associates are required to adhere to a Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.



HIGH SCHOOL

There are over 80 faculty members in the HS and around 630 students. The HS administration will consist of a Principal, a Dean of Academics and a Dean of Students. Other support staff includes six counselors, a psychologist, an athletics director, and an activities director.

Strengths at ISB for the new HS Principal to preserve and improve...

- The in-depth focus on learning
- Positive and caring learning focused culture
- Highly skilled and hardworking faculty
- A strong Professional Development program
- Focus on Global Citizenship and Community Service
- Emphasis on measurable evidence of learning (a body of evidence)
- Positive relations and open communication with all community members

The HS Principal has the responsibility to....

- Oversee all instructional programs in the HS
- Ensure a strong learning focus
- Ensure that teaching and assessing are focused on understanding
- Ensure that there is coherency between the taught and the intended curriculum
- Evaluate and support faculty
- Build a culture of collaboration and trust
- Assist in recruitment of faculty and staff
- Prepare and manage the annual budget
- Collaboratively plan professional development programs
- Communicate effectively with various constituencies
- Formulate annual school goals with faculty and staff
- Implement the strategic learning plan
- Manage change smoothly
- Additional specific responsibilities will be assigned as needed by the Head of School



Preferred qualities and experience sought in the new HS Principal...

- Experience as a learning-focused leader
- Strong academic background (at least a master's degree is required)
- Certification or equivalent as a school administrator
- Experience as a principal (at least 3 years)
- Demonstrated capacity to encourage excellence in teaching and learning, and an enthusiasm for professional learning on a continual basis
- The ability to engender trust in his or her leadership
- Demonstrated excellent interpersonal and highly developed communication (listening, written and oral) skills
- Be student-centered, open, approachable, positive and supportive of school initiatives
- Have training and experience in staff supervision and evaluation
- Demonstrate excellent analytical, decision-making, and planning skills
- Preferably have a diversity of overseas international school experience and demonstrated success in a multicultural school environment
- Demonstrated experience in improving instruction, program development, faculty development and faculty evaluation
- Good understanding of assessing and teaching for understanding
- In depth knowledge of the IB Diploma program
- Ability to work collaboratively with school constituencies from diverse backgrounds
- Strong consensus building skills
- Empathic, trustworthy, open-minded, approachable, dedicated, energetic
- Creative problem solver

SPOTLIGHTING A FEW SIGNIFICANT PROGRAMS OR ASPECTS OF ISB (IN NO PARTICULAR ORDER)

PROFESSIONAL DEVELOPMENT

Trustees and Administration believe that teacher learning is as important as student learning. ISB offers teachers and staff at all levels generous stipends for professional development. It is our objective to see every faculty member improve their own professional practice each year and share their learning with each other.

TEACHER RECRUITMENT AND APPRAISAL

It is widely recognized among Board members and leaders that teacher quality and performance is the most critical factor in student learning success. Great care is taken in selecting a significant number of new teachers annually across the whole school from a significant application pool. The school has a well-implemented teacher appraisal system. Administrators spend an unusual amount of time visiting classes and discussing teacher performance.



TEACHING AND LEARNING INITIATIVES

In addition to the standard anchor documents describing Mission and Vision, ISB has a Definition of Learning that is taken very seriously across the school. Because it is a learning focused school, ISB has invested heavily in curriculum development work.

EMPHASIS ON RESULTS AND OUTPUT, NOT PROCESS AND INPUT

The board and leadership team employ data guided decision-making to the fullest extent possible. As an example, the Head of School prepares a succinct “Learning Scorecard” with measurable indicators of success, a dashboard on which the board can see if the indicators are being met, sustained, need improvement or if immediate action is needed. Each Board meeting features a report on one or more of the key performance indicators in the Scorecard

INSTRUCTIONAL TECHNOLOGY

IT is seen as a powerful learning tool when used appropriately and ISB has adopted a 1:1 laptop program in grades 6-12. Under the guidance of the IT Director, together with three IT coaches who support teachers and fifteen local staff technicians, ISB is as well staffed as it is resourced.

FINANCES, WHERE “LEARNING COMES FIRST”

It’s a cliché, but it really is true at ISB: if whatever is under consideration supports learning, the finances will follow with the full support of the CFO. The school has been very well managed on the finance and operations side with sufficient resources to support any program improvements.

SALARY AND BENEFITS will be competitive with other large international schools in Asia.

PROCEDURE FOR FILING AN APPLICATION

International School of Bangkok has appointed ISS-to act as consultant in the search for a new HS Principal. Interested candidates should send their application materials AT THE EARLIEST POSSIBLE OPPORTUNITY, but no later than **11th November, 2016**. On campus interviews are tentatively scheduled for the weeks of 28th November - 2nd December, 2016 or 5-9 December, 2016. Skype interviews will take place earlier.

Materials should be sent electronically as a single PDF to Dr. Paul DeMinico –
pdeminico@iss.edu.

Candidates should submit the following information in the format requested:

- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position
- A current resume not to exceed two pages
- A list of references including current email addresses and phone numbers
- A maximum of three letters of reference (scanned at low resolution) that may already be in your possession.

***Candidates should note that in the event an outstanding applicant is identified early in the search process, ISB reserves the right to make an appointment before the deadline. For this reason, it is very important that interested candidates apply as soon as possible. ***