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Head of School Job Description

Role Description
The Head of School is responsible for the management and day-to-day operations of the school. The Head of School reports to the Board of Trustees (the “Board”). The Head of School serves as chief executive of the school and has the authority to carry out his or her responsibilities, in accordance with the direction and policies established by the Board. In partnership with the Board, the Head of School is responsible for the success of the school. S/he provides direction for developing the organization's vision, mission, and strategy; provides leadership for establishing and implementing its annual goals and objectives; enables the Board to fulfill its legal, fiduciary and moral responsibilities. 

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Duties and Responsibilities

Educational Leadership
- Implements a high-quality, rigorous, joyful elementary, middle school and high school program that is consistent ISL’s mission and vision.
- Sets ambitious school goals for student achievement and performance and holds staff members accountable for achieving results.
- Develops, oversees, and continual evaluates and improves the school’s instructional model and curriculum.
- Models high quality instruction and provides frequent coaching for instructional staff.
- Uses data to inform practice and drive decision-making and instruction at the school

Mission, policy and planning
- Works with Board to oversee the growth of the school to its full capacity with grades K-12 and probably 300-400 students.
- Helps the Board determine the school’s vision, overall direction, and short- and long-term goals.
- Oversees the charter renewal and site visit process and development of school’s Annual Report.
- Develops, implements, and ensures adherence to the school’s accountability plan.
• Keeps the Board fully informed on the condition of the school and on all the important factors influencing it.

Management and administration
• Creates and sustains an environment of mutual respect, high standards, safety, and support for learning.
• Provides general oversight of all school activities, manages the day-to-day operation of the school, and develops a smoothly functioning, efficient organization through coordination with Board, committees, staff and volunteers.
• Ensures that the Director of Curriculum and Instruction (DCI) has the necessary resources and expertise to lead the school’s educational program.
• Ensures that the Director of Operations (DoO) has the resources to effectively oversee all operational aspects of the school.
• Leads recruiting efforts for all staff members. Recommends staffing and financing to the Board. In accordance with Board action, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
• Evaluates and supervises members of the Leadership Team and supervises evaluation of all members of the staff.

Governance
• Helps the Board establish role and accountabilities for Board, its committees and members and helps evaluate performance regularly.
• With the Board Chair, develops agendas for meetings so that the Board can fulfill all its responsibilities effectively.
• Works with Board officers and committee chairs to: get the best thinking and involvement of each Board member and to stimulate each Board member to give his or her best; and, enable Board committees to function effectively.
• Develops an annual calendar to address all crucial issues in a timely fashion.

Operation and finance
• Works with the Director of Operations and Finance Committee to develop and implement an annual operating budget based on tuition revenue and public entitlement grants.
• Works with Board to ensure financing to support short- and long-term goals
• Assures an effective fund development program by serving as the chief development officer (years 1 to 2) and then supervising the Director of Development and Communications (year 3 and beyond).
• Helps the Board and its development committee design, implement and monitor a viable fundraising plan, policies and procedures.
• Assures the development and operation of gift management systems and reports for quality decision-making.

Community relation
• Encourages the integration of the school within the community by using effective communication and public relations programs.
• Listens to clients and the community in order to improve services and generate community involvement. Assures community awareness of the school’s response to community needs.

Qualification
Comprehensive knowledge of the practices, methods and techniques used in the leadership, administration and supervision of a charter or high school; knowledge of and commitment to a college preparatory environment; thorough knowledge of the charter schools strategic plan goal and objectives for student outcomes; thorough knowledge of prescribed board policies and procedures; thorough knowledge of the framework for curriculum and learning plans; thorough knowledge of a balanced assessment system; skill in oral and written communications; ability to motivate others to reach their fullest potential; and ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates. Experience in IB program, speaking French and English are desired skills but not required.

Position starts date is January 26, 2024 and application deadline is January 20, 2024.

Instructions to apply: Current Resume, Cover letter, IB certificate if any.

SCHOOL OVERVIEW

International School of Lubumbashi (ISL) is a new school in the heart of Lubumbashi which will open its doors in September 2024. It offers Pre-K to grade 8th and will gradually add more classes to allow our students to immerse and integrate the implemented program. At ISL we believe that each of our students can bring a positive impact to the community, and our goal is to provide students with the essential tools to be prepared for their futures. Its aim to develop individuals with thoughtful, reflective and authentic critical thinking who can positively impact our society. Through our international bilingual program, we assure all our parents and students that they will have the ability to master another language to find success and fulfillment in a global world.
Leadership Posting

Instructions
Interested candidates should email their cover letter, current resume and applicable IB certificates to Priscillia Kat, Executive Director of the International School of Lubumbashi at katpriscillia2@gmail.com. The deadline for applications is January 20, 2024.