

## Leadership Posting

### Head of School International School of Kigali *Kigali, Rwanda*

Application Deadline: July 24, 2024  
Start Date: August 2024

# LEADERSHIP POSTING

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Application Deadline: July 24, 2024

Start Date:

preferably beginning of the new school year in August 2024,  
but a later start date is negotiable.



BE COMPASSIONATE  
STAY CURIOUS

**Tel:** +250 786 725 369.  
**www.iskr.org**  
**Twitter:** @ISK\_Kigali

**Are you an advocate for inclusion with a strong sense of fostering community and collaboration through excellent communication and interpersonal skills? Would you like to use your experience in school leadership, administration and financial management to lead an international learning community through a transition process and implement a new strategic plan to grow with the school? Apply now!**

The International School of Kigali (ISK) is seeking a Head of School to start as soon as possible, preferably at the beginning of the new school year in August 2024, but a later start date is negotiable.

## **POSITION OVERVIEW**

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As the Head of School at the International School of Kigali (ISK), you'll take on the role of Chief Executive Officer. This means you'll be responsible for the school's overall operations and financial stability. You'll lead a vibrant community dedicated to creating an inclusive environment and delivering educational excellence. This will involve enhancing our curriculum and teaching methods, as well as recruiting and leading a faculty of highly qualified and experienced teachers.

In this key position, you'll collaborate closely with the School Board and represent ISK to parents, students, staff, and the broader Kigali community. You'll oversee all school communications, work to attract more students, and forge new partnerships. Your leadership will guide the school into an exciting period of growth, focusing on inclusivity, child safeguarding, innovative technologies like AI, and environmental sustainability. Your efforts will be crucial in fulfilling ISK's mission and vision, prompting both academic success and the overall wellbeing of our students.

## **ACADEMIC CALENDAR**

The school year begins in mid-August and ends in mid-June with a 6 to 8-week summer break and a 3-week winter break. Within this calendar, the year is divided into two semesters, each of which consists of two quarters. Report cards are handed out at the end of each quarter.

## **SALARY AND BENEFITS**

The successful candidate will receive a 3-year contract with compensation and benefits commensurate with qualifications and experience.

**Application instructions are found on the final page of this announcement.**

## KEY DUTIES AND RESPONSIBILITIES

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Join our leadership team and shape the future of education in Rwanda. As the Head of School at ISK, you will:

1. Lead the school as a community and bridge builder for staff, parents, and external partners.
2. Maintain an open communication and positive relationships within the ISK community through championing the core values and promoting ISK's vision and mission in every facet of the school.
3. Implement the ISK strategic growth plan 2024-2027 by creating an action plan, turning vision into reality and unlocking the further growth potential of the school.
4. Ensure a balanced budget and financially responsible decisions, while driving a growth in student enrolment numbers.
5. Oversee the further development, implementation, and delivery of a high-quality curriculum and educational programs, ensuring alignment across all grade levels, subjects, and with ISK's strategic goals.
6. Promote an inclusive culture and equal treatment for all students and staff.
7. Lead the recruitment and development of highly qualified and accountable staff, fostering a collaborative and engaging work environment.
8. Be an approachable learning leader by gathering regular feedback from staff and parents to identify needs and areas for improvement in areas such as academics, management, well-being of staff and students, and trust in the school.
9. Work closely with the school board to identify and integrate strategic needs and to make sure requirements for accreditations are met.
10. Represent ISK as an ambassador and establish profitable external relationships.
11. In collaboration with the facility management, ensure the maintenance and development of school facilities in support of ISK's strategic goals.

*ISK is committed to diversity and inclusion. We welcome candidates from all backgrounds to apply and join our community in providing a world-class international education.*

## REQUIREMENTS AND QUALIFICATIONS

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### MINIMUM QUALIFICATIONS

- Masters degree (or higher) in education, educational leadership, or a related field.
- 3-5 years experience in higher-level school administration or other school leadership roles.
- Administrative and financial management experience (desirable).
- At least 5 years of teaching experience in an international setting.

### EXPERIENCE AND SKILLS

#### **Leadership:**

- History of effective leadership demonstrated in roles of increasing responsibility.
- Ability to inspire, motivate, influence and lead others both inside and outside the organisation (board, faculty, administration, support staff and parents).
- Awareness of cross-cultural sensitivities in dealing with internal and external stakeholders of the school.
- Ability to work collaboratively with a diverse group of stakeholders.
- Experience in growing an international school.
- Passion for Education and Inclusion: A strong commitment to student learning and well-being.
- Integrity: High ethical standards and professionalism.

#### **Management:**

- Broad experience in planning and implementing school-wide projects and tasks effectively, considering available school resources.
- Extensive experience in recruiting and developing international and national personnel (faculty, administration, support staff).
- Experience in growing a school from a financial standpoint.
- Experience in leading finance committee meetings and annual budget decisions.
- Knowledge of applicable laws, regulations, and best practices related to school administration.
- Strong organisational, problem-solving, and decision-making skills.

### **Curriculum Development:**

- Experience supervising and developing school curricula, with experience at pre-school, primary, and secondary levels (desirable).
- Previous experience with inquiry-based learning is advantageous.
- Knowledge of and experience in implementing and maintaining accreditation standards are highly desirable.

### **International Experience:**

- Working experience in an international, multicultural context or transferable relevant experiences.
- Working experience in Africa is desirable.
- Excellent communication and interpersonal skills developed in intercultural contexts.
- Proficiency in English is required.

## **ABOUT ISK**

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The International School of Kigali (ISK) is an internationally accredited, non-profit and non-governmental school with a strong focus on inclusion in the heart of Rwanda, operating under the leadership of the Head of School and under the guidance of the School Board composed of nine members of the parent community.

The school was formed in 2009 by a group of parents primarily from the Dutch and American communities seeking an inclusive, Western style, non-denominational education of the highest standards for their children, believing that children learn best, when learning is relevant and goes beyond classroom content, the learning environment is safe, innovative and fun, and student advocacy, reflective thinking and persistence is valued.

As an independent, international, secular school, ISK teaches the understanding of religious, political and cultural diversity, is open to all students without regard to race, sex, religion, physical ability, sexual orientation, gender or gender identity, or national or ethnic origin and encourages the whole community to celebrate its diversity following the Motto of 'Be compassionate, Stay curious.'

### **VISION AND MISSION**

ISK commits to being an inclusive school that cultivates student curiosity, compassion, and engagement with their local and global community. (Vision)

Through collaboration, communication, creativity and critical thinking, ISK will teach students the value of diversity while they are engaged in meaningful change both locally and globally. (Mission).

To make the vision and mission tangible for the student body, each month, one value or aspect resulting from the mission and vision is focused on and discussed in the classes, culminating in

the monthly Community Celebration, where students who have particularly excelled in the focus area are honoured.

## **COMMUNITY, DIVERSITY AND INCLUSION**

Since its founding in 2009, the school has overcome many challenges and continued to develop and grow. As of August 2024, enrollment is planned to be 176 (90 in Elementary, 48 in Middle school, 38 in High School). Among students, there are a total of 32 nationalities represented with the two largest being the U.S. (26%), and Rwandan (14%).

Aiming for even more diversity and school growth a Financial Aid Program is offered from School Year 2024/2025 on. Eligible are self-paying families - business owners and/or employees.

Being a multicultural community whose strength is in its diversity, and whose identity is founded on the principles and values promoted in its mission statement, the school actively fosters community spirit within the School by organising a various range of events and projects in collaboration with the Parent Association and the Student Council , such as the Rwandan Arts and Culture Week, International Week culminating in an international food fair, Spirit Week, Fall Fest and Fun Field Day.

With its strong focus on inclusion, the school's educational offerings set it apart from other schools in the city and place great emphasis on promoting a strong, welcoming, tolerant and diverse community. A dedicated Student Support Service Team, a counsellor and an ESL language teacher, make it possible to respond to the social-emotional needs of the students, support them in language acquisition and allow children with learning needs to participate actively and successfully in regular classes. In August 2024 a self contained classroom (Silverback Cave) will be opened to support students with learning needs even more intensively and effectively and to meet the needs of students with more severe learning needs.

## **CURRICULUM & ACCREDITATION**

ISK offers an inquiry-based university preparatory program from Early Childhood through Grade 12 authorised to offer the Advanced Placement (AP) Capstone Diploma Program and American Education Reaches Out (AERO) Standards. It is the only CIS (Council of International Schools) accredited school in Rwanda and member of AISA (Association of International Schools in Africa).

The curriculum fosters inclusiveness, innovation, and creativity using various standards and sources depending on the subject: AERO Literacy Standards/Readers and Writers Workshop; Wilson's Foundations; AERO Math Standards/Illustrative Math; Next Generation Science Standards/Mystery Science, OpenSciEd and AP; AERO Social Studies Standards/Thematic Inquiry-based units, Teachers' Curriculum Institute, Exploring Africa, Open Education Resources Project, AP; Responsive Classroom; Society of Health and Physical Educators (SHAPE) Standards; American Council on the Teaching of Foreign Languages (ACTFL) World Languages Standards.

The ISK constantly strives to improve the quality of its education and to do justice to the diversity of its student body and therefore aims to enforce the incorporation of social-emotional learning, the use of modern technologies (AI) and environmental awareness into the curriculum in the future.

The curriculum is enriched by offering global citizenship and service learning programs and diverse After School Activity offerings, as well as promoting engagement with Rwandan culture and the world languages French and Spanish. Participation in events as the Lego League Championship, the Pan African Debating Championship (winning a total of 4 debates), the Qatar Model United Nations Conference, Global Issues Service Summit and Harvard Model United Nations Africa Conference, organising a Climate Action Summit and building a strong cooperation with the Agahozo Shalom Youth Village in Rwanda demonstrate how important it is to ISK to create out-of-school learning spaces and experiences and to cooperate with the local and global community.

## **FACILITIES**

In December 2021, ISK moved to a new campus location in Kibagabaga. The new campus provides excellent indoor and outdoor space for student use and offers beautiful views of Kigali. With two swimming pools, a tennis court, a basketball court, a coffee shop, and ample green space, the campus provides a place for the entire ISK community to meet and has the capacity to continue to grow and expand its offering.

## **LIVING AND WORKING IN RWANDA**

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Rwanda is a fast developing country with a stable government working towards economic growth and equality for its citizens. Crime is very low in Kigali and across the country, resulting in a safe and secure place to live. Living and working in Rwanda offers a unique blend of vibrant culture, stunning landscapes, and a thriving economy. Nestled in the heart of Africa, Rwanda is renowned for its rolling green hills, majestic volcanoes, and is a unique home to amazing wildlife such as the mountain gorillas and the BIG 5. Serene lakes complement this inspiring backdrop for both life and work.

Kigali, the capital city, is a beacon of modernity and safety, often praised for its cleanliness and forward-thinking infrastructure. The country's commitment to innovation and sustainability has fostered a dynamic business environment, attracting entrepreneurs and professionals from around the globe becoming renowned as the conference hub for East Africa.

Rwanda is an ideal starting point for travelling to and discovering other African countries. A new and expanded international airport is currently under construction, which will enable even more direct flights to Europe, the Middle East and other African countries.

The choice of leisure activities in and around Kigali is extensive. Car-free Sunday mornings twice a month see the streets filled with families and children enjoying walks and cycling. There is a vibrant cafe and restaurant culture offering great local and international food and drinks. The climate is near perfect every day of the year with daytime temperatures being relatively constant in the mid-20 degrees celsius with two moderate rainy seasons (October to December and March to May). It is easy to discover the country through diverse outdoor activities such as mountain biking, hiking, camping and canoeing. Rwanda offers a beautiful quality of life for families and active people.



## APPLICATION INSTRUCTIONS

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Individuals interested in applying should submit the following documents no later than **July 24, 2024**.

- A letter of application/statement of interest and suitability.
- A current resume (please do not include your photo).
- Copy of academic credentials (certificates, diplomas, transcripts).
- List of three supervisory references with positions and contact information.
- At least one letter of recommendation (one must be from the current/last relevant position).
- Criminal history background check from the country of residence from the past 12 months. Should be submitted with the application documents if possible, but at the latest before the start of contract negotiations.

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines. For technical assistance with your application, or for more information, please email [hossearch@iskr.org](mailto:hossearch@iskr.org).