

## Leadership Search



**ESCOLA  
AMERICANA  
DO RIO  
DE JANEIRO**

**Head of School**  
**Escola Americana do Rio de Janeiro**  
*Rio de Janeiro, Brazil*

Application Deadline: March 10, 2023  
Start Date: July 15, 2024

## Desired Qualities and Qualifications

With a rich 86-year history of academic excellence and an exciting location in Rio de Janeiro, Brazil, The EARJ Board of Directors seeks a Head of School that will be a visionary leader with a passion for education and a commitment to academic excellence. As the school continues to grow and evolve, the new EARJ Head of School will play a vital role in leading the mission and vision and strategic direction, fostering a positive and inclusive school culture, and ensuring the overall success of all students. The ideal candidate will have a proven track record of successful leadership, excellent communication skills, and a deep understanding of current educational trends and best practices. The Head of School shall be responsible for the effective operation of the school including general administration of all pedagogical, curricular, business, facility, personnel, and other operations.

## Duties & Responsibilities

- Have a positive and well-functioning partnership, built upon collaboration, mutual support, and transparent communication with the Board of Directors, having the school's continued success as its main goal
- Carry-out the school's mission, vision, and purpose
- Oversee the school's academic programs and the day-to-day operations
- Manage the school's budget and finances effectively; work with the school administration to prepare an operations and capital budget for each fiscal year
- Recruit, evaluate, develop, and retain excellent faculty and staff
- Serve as a representative of the school before the public, and should be responsible for developing means of keeping the community informed about the school, with the Board's approval
- Contribute towards the achievement of academic excellence
- Contribute with a strong background in curriculum design and development in accordance with the IB programmes framework and beyond
- Head the accreditation processes and ensures the visiting committee's recommendations are implemented
- Assist in the preparation of the Board meeting agenda, shall present a report of the condition of the school, student learning and educational trends to the Board at its regular meetings, and provide any other information requested by the Board or its established committees
- Submit to the Board of Directors, annual goals, and a performance report shall be presented at the end of the school year
- Ensure compliance with all laws, statutes, policies, and regulations as established by Brazilian legal authorities and the EARJ Board of Directors.

## Skills, Experience, and Attributes

- Advanced university degree in Education (Masters or Doctorate) and preferably with a school administrator's certificate valid in one of the fifty United States
- In-depth knowledge and deep commitment to the IB Continuum
- Understands and embraces good governance and strives to be a partner with the Board of Directors
- Effective and collaborative team-builder
- An inspirational leader who can build trust and strengthen community
- Strong builder of relationships with all stakeholders
- Excellent and articulate oral and written communicator
- A good listener with empathy and high emotional intelligence
- Possesses deep multi-cultural understanding and sensitivity
- Strategic thinker with the ability to critically evaluate information, data and processes, and successfully lead change with the purpose of organizational improvement
- Proven and successful international experience
- Demonstrated success in the qualities and experiences outlined in the overview below.

## Salary & Benefits

A Multi-year, renewable contract with a competitive compensation and benefits package, commensurate with the responsibilities of the position, will be offered.

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





## The School

EARJ was established in 1937 by private individuals, corporations, and the American Chamber of Commerce. It opened with 137 students in a small house in Ipanema, moving to Leblon in 1940 to accommodate growth. Further buildings were added in 1945, 1955 and 1960. In 1966, the school purchased a site for a purpose-built PS-12 campus in Gávea, at the edge of the Tijuca National Forest, with EARJ relocating in July 1971. In 2005, the school expanded into the Barra da Tijuca area of the city. The purpose-built EARJ Barra Campus opened in 2014 and is now well-established PS-12 offering the same programs as the EARJ Gávea Campus.

EARJ is well positioned in Rio de Janeiro, being the foremost international school in the city. Having two campuses allows access to an EARJ education for families from all over the city. The schools growing reputation as an IB Continuum School committed to excellence in all its forms has led to a year-on-year trend of growing enrolment, annually increasing IB Diploma scores, healthy financial security in keeping with their non-profit status, and an enviable track record of college acceptances to leading institutions in the USA, Canada, the UK, Europe and worldwide.

### The EARJ Purpose

To inspire each child to pursue their passions, strive for excellence, and achieve a fulfilling life.

### The EARJ Mission

To provide an education which inspires creativity, critical thinking, collaboration, communication, and the confidence to lead and excel in an ever-changing global community.

## The EARJ Vision

To be globally recognized as a leading international school in academics, extracurriculars and character development.

## Accreditation

EARJ is accredited by Cognia and authorized by the IB to offer the PYP and IB Diploma. Authorization for the MYP is expected in Fall 2023. EARJ is an authorized center for SAT and AP college examinations. The school is an active member of AMISA (American International Schools in the Americas), AASB (Association of American Schools in Brazil), ECIS (Educational Collaborative of International schools), and AAIE (Association for the Advancement of International Education).

## Governance

EARJ is governed by a 13-member Board of Directors: 2 are designated by the US Consulate; 3 are Parent Elected; 6 are appointed by the EARJ shareholders [founding companies]; and 2 may be appointed by the Board of Directors. All members, apart from Board Appointed and US Consulate positions, must be parents of students currently enrolled at EARJ. The Board meets a minimum of 6 times each year, with a range of Board Committees also meeting throughout the year. The Head of School and Business Manager attend all Board meetings in a non-voting capacity. The Head of School is the designated leader of the school and is the chair of the School Leadership Team. The SLT comprises the four divisional Principals, the Directors of Student Support Services, ATAC, Admissions & Advancement, and Technology, the School Business Manager, and the Brazilian Director.

## Curriculum

EARJ provides an IB Continuum of education via the PYP, MYP, and IB Diploma. The curriculum embeds a range of US-based standards within the IB frameworks. At EARJ, the Brazilian curriculum is intrinsically incorporated into the transdisciplinary, student-centered curriculum structure, and integrated into the American and IB – International Baccalaureate curricula, focusing on the responses to the challenges and opportunities faced by students in a rapidly changing world. The Portuguese language is taught on a mandatory level from early childhood education to high school. There are in classes for Portuguese speakers as an official language and in the modality of Portuguese as an additional language.

## Academic Calendar

EARJ operates a northern hemisphere calendar which runs from early August to mid-June. EARJ policy stipulates that there shall be a minimum of 180 instructional days and a minimum of 12 professional development days. The school observes all Brazilian federal, state, and municipal holidays as well as US Thanksgiving.

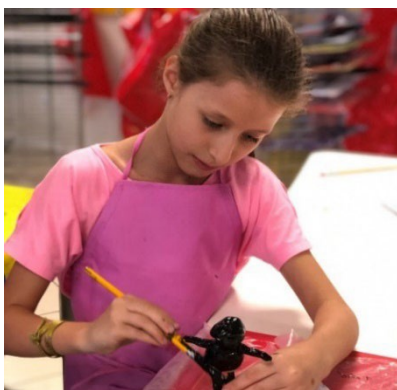




## The Academic Program

### Early Years

The Early Years Program serves students in Nursery, Pre-Kindergarten and Kindergarten (3-6 years old). Early Years classes has up to 20 students and are led by class teachers with specialized experience in early learning and child development, supported by a full-time teaching assistant. As part of the Primary Year Programme (PYP) our students are engaged in learning through a play-based, inquiry approach which allows them to experience the world by building upon their natural curiosity and develop problem-solving skills. Teachers guide children through a curriculum that connects across all subject areas and incorporates social, emotional, and academic learning to support a whole child approach to development across the Early Years learning journey.



### Lower School

The Lower School comprises grades 1-5 with students following the Primary Year Programme (PYP). Each section has a full-time teacher and teaching assistant, with specialist teachers for Art, Music, PE, and Portuguese. The Lower School program is delivered by highly qualified, dedicated, and experienced professionals. As a PYP school, students are engaged in a transdisciplinary, inquiry-based, student-centered framework, within a relevant, rigorous, and challenging curriculum. The educational philosophy of EARJ is

of an integrated studies approach, with each grade level embracing inquiry through six units of inquiry per year. The core knowledge and skills portion of the curriculum is based on the PYP Scope and Sequence along with curriculum standards for each area of study.

### Middle School

The Middle School comprises Grades 6-8. All students follow the MYP in Grades 6-8. EARJ is currently a Middle Years Programme (MYP) Candidate School. The MYP is a student-centered approach to teaching and has been designed as a coherent and comprehensive curriculum framework that provides academic challenges and develops students' life skills from the ages of 11 to 16 years old. EARJ's Middle School also supports the beliefs of the National Middle School Association and has designed a program that reflects these beliefs.



### High School

The High School comprises Grades 9-12. All students will follow the Middle Years Programme (MYP) in Grades 9-10, with students in Grades 11-12 having the choice to pursue the full IB Diploma Programme, IB Certificate courses and/or the EARJ High School Diploma. All Brazilian students must also satisfy the requirements of the Brazilian Ensino Medio. The EARJ Advisory Program has been created to meet the evolving needs of upper school students through a comprehensive curriculum while fostering a sense of community.

Through the advisory program students are provided with a caring, adult advocate who supports a small group of students in working together to solve common personal & school-related issues. The High School University Counseling Program begins in Grade 9 and has been designed to support all students with the college and university process, through a holistic approach. Counselors assist students in choosing career paths and finding their own academic and personal strengths, while trying to match them to a university in which they will find success.

### Learning Support

The Learning Support Program follows an inclusive educational model and provides services for students with a valid and up-to-date diagnosis of disability that adversely affects their school performance. Support is provided through varying levels of intensity based on individual students' needs, focusing on closing academic gaps to help students follow the curriculum, identifying and



supporting accommodations and assistive technology to limit the impact of disability on learning, and supporting students to gain independence in their learning and life through self-advocacy.

## Technology

EARJ invested significantly in its technological infrastructure on both campus over the past years. We are a 1-2-1 school based upon a bring your own device model. Technology is woven into the curriculum in keeping with our status as a PYP authorized and MYP Candidate school. EARJ has recently integrated Design Technology as a crucial part of our curriculum to support our MYP development. Specialist technology is available in areas such as the Arts, Design, Makerspace, etc. All faculty are provided with high end Chromebooks and all teaching spaces are supported with sound and projection capabilities. In terms of learning platforms, the school utilizes Google Suite as well as Managebac. EARJ sees technological skillfulness as a key element when we are looking to recruit high quality educators.



## Arts, Athletics, & After School Activities

Co-curricular activities are an integral part of the student development at EARJ. These activities help build the main components of character – trustworthiness, respect, responsibility, fairness, caring and citizenship. Students and performers are challenged to do their best, while also developing social responsibility, excellent sportsmanship, and a high standard of ethical behavior. EARJ is proud of the richness of its athletics and activities programs, with JV and Varsity teams in football, futsal, volleyball, basketball, competitive cheerleading, and softball. Student athletes compete with other teams in the local community and in the AASB league. There is also have a very healthy MUN program with delegates traveling across the continent and worldwide. EARJ's after-school activities program offers more than 30 opportunities for students to explore the arts, sports, music, and clubs such as: Model UN, Student Council, Knowledge Bowl, Athletic Council, National Honor Society, Destination Imagination, Math Counts, Yearbook, and a wide variety of Community Service Clubs.







## The Community

### Students

EARJ is an inclusive and diverse school, home to almost 1,300 students. Around 70% are Brazilian, the majority of whom stay at EARJ for their entire education. The remaining 30% are expatriate families. The school believes in the uniqueness of each child and strives to provide opportunities to support each student to pursue their path. More than 75% of the school's alumni study outside of Brazil.



### Parent Association

EARJ has a parent-elected PTA which operates via two campus-based chapters, each led by a PTA President. The purpose of the PTA is to collaborate with the school administration, in a spirit of mutual collaboration, for the benefit of the students and the EARJ community, as a non-denominational, non-profit social organization. The PTA supports the school's mission, vision, and purpose. The PTA operates under its own bylaws approved by the Board of Directors.

## Faculty

The composition of the faculty is like that of the school's students, with around 65% being locals/Brazilian and 35% expatriate. Over 50% of faculty members hold advanced degrees. The school has a healthy PD budget which is delegated to the Principals and Director of Student Support Services. An additional PD fund is managed by the Head of School to support schoolwide PD initiatives.



## Student Wellbeing and Protection

EARJ is committed to best practices in child protection, with designated child protection officers on each campus. All leadership, faculty and staff undergo regular CP training. The school has invested heavily in a team of qualified counseling personnel, with each campus having Lower School, Middle School and High school counselors. EARJ operates a comprehensive counseling model from PS-12. All EARJ staff are trained to identify and respond to possible signs of abuse. There is a clear policy that states that all adults are mandatory reporters. This means that all staff must report suspected cases of child abuse or neglect, whenever there is reasonable cause. If there is significant evidence, the child protection response team will act following safety and intervention protocols. This policy is designed to ensure the appropriate confidentiality requirements.

## Commitment to Diversity, Equity, and Inclusion

It is the policy of EARJ that no person shall be discriminated against on any basis, in any of its educational program, activities, admissions, or employment practices, such as, but not limited to race, color, creed, religion, sex, gender identity, socio-economic status, political beliefs and affiliation, age or national origin. EARJ is strongly committed to providing a safe and supportive working and learning environment in which every person is valued and respected. EARJ welcomes people from all around the world, irrespective of race, color, creed, religion, sex, gender identity, socio-economic status, political beliefs, or affiliation. EARJ embraces a broad diversity, striving to build a community of teaching and learning that is inclusive, culturally sensitive and equitable, and in which everyone experiences a strong belonging in the pursuit of educational excellence. EARJ values people's right to express views and opinions within the boundaries of the law. Any form of intolerance and discrimination on any basis is unacceptable. All members of the EARJ community are expected to respect this policy.





## Campus

### Facilities & Premises

EARJ is comprised of two Pre-K-12 grade campuses, Gávea Campus and Barra Campus. The Gávea Campus has been in use since 1971 and is 46,000 sqm. The site is located at the edge of Tijuca National Forest on a hill overlooking Rio's famous landmarks, such as the Rodrigo de Freitas Lagoon, Guanabara Bay, Sugar Loaf, and Christ the Redeemer. The tropical climate provides lush vegetation, abundant flowering shrubs and trees throughout the school grounds, as well as wildlife native to the tropical forest. The Barra Campus, in use since 2014, is smaller at 12,000 sqm. The site is in the heart of Barra da Tijuca neighborhood, inserted by a pleasant residential area. They have a state-of-the-art building, with modern installments and wide locations to comfortably accommodate its community.

The Gávea Campus has a Gymnasium + 2 courts, Soccer field, 3 playgrounds, Lower and Upper School Libraries, Maker Space, Science Labs, Arts, Music, PE, and Drama rooms, MuseOn, and an Auditorium. The Barra Campus has an indoor multi-purpose gymnasium, outdoor soccer field and playground, Lower and Upper School Libraries, Maker Space, Science Labs, Arts, Music, and PE and Drama rooms.





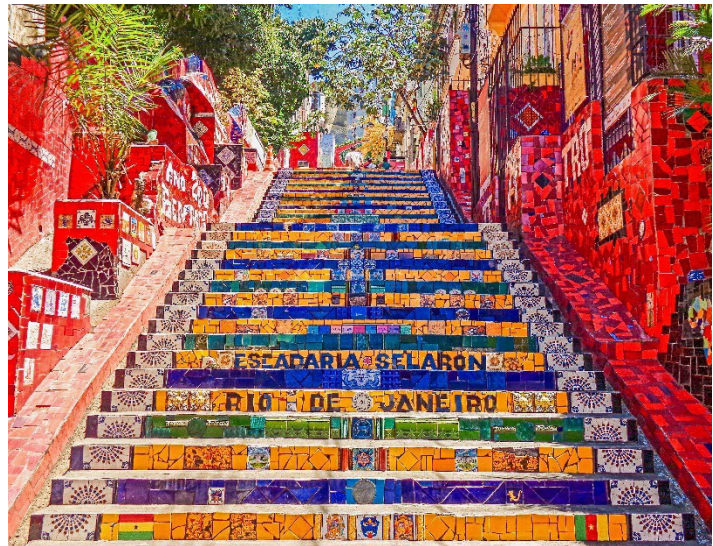
## Living in Rio de Janeiro

Rio de Janeiro is considered a global city. It is the capital of the state of the same name, located on the southeast coast. It is the second largest city in the country, with more than 6.7 million inhabitants, and one of the main economies in the national territory.

The state of Rio de Janeiro is one of the 4 states of Brazil's Southeast region, which is the financial and industrial center of the country.

The activities of the tertiary sector lead the economy of the city, with great emphasis on tourism since Rio is one of the main destinations for visitors in Brazil.

The state's economy is also driven by the Oil & Gas industry, among other sectors. Brazil is the largest country in South America with a Portuguese speaking population that just reached 230 million people. The country is divided into 5 geographic regions with a total of 27 states. Each region has a unique landscape and very diverse cultures.



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## Fast Facts

Year Established	1937
Accreditation Agency	COGNIA
School type	Non-Profit, US State Department sponsored, Co-educational Day school
Language of Instruction	English
Total Enrollment	1,301
Lower School Enrollment	662
Middle School Enrollment	311
Upper School Enrollment	328
Student Nationalities	36
Average % Home Country Nationals	76%
Student Age Range	3 years to 18 years
Percentage of Annual Student Turnover	19.15%
Student to Faculty Ratio	7:1
Number of Faculty	178
Faculty Nationalities	11
Percentage of Annual Faculty Turnover	15%
Tuition (2023-2024) and currency	US\$ 15,000 - US\$ 22,000/year (BRL 77.724 - 114.420/year)
Annual Operating Budget and currency	\$ 24 MM USD; BRL 125 MM
Number of Board Trustees	13
Average Class Size	20

## Application Instructions

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for Escola Americana do Rio de Janeiro | Head of School search. She will be assisted by members of the ISS Leadership Search Team.

Interested candidates should apply through the ISS EDUrecruit portal, where you will be prompted to submit the following confidential materials by **March 10, 2023, 11:59 EST**

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory references requests to your ISS EDUrecruit profile from the last seven years, including one from your current post

Candidates New to ISS EDUrecruit, register for an account to apply for this position using this [link](#). \*  
To apply in ISS EDUrecruit, click here: [Escola Americana do Rio de Janeiro | Head of School search](#)

Candidates Already Registered with ISS EDUrecruit, log into your account [here](#). \*  
To apply in ISS EDUrecruit, click here: [Escola Americana do Rio de Janeiro | Head of School search](#)

\*There is no fee to apply for this position. If you are interested in full candidate membership so all schools can access your profile, you can upgrade at any time for USD\$75. \*

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the Escola Americana do Rio de Janeiro (EARJ) reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact [execsearch@iss.edu](mailto:execsearch@iss.edu).

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. Our screening process 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, and we also reserve the right to withdraw an applicant's candidacy at any time should the information be forthcoming that may suggest the candidate is not suitable to progress in the process. Hiring is contingent upon a successful background check.

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](#).