ISS-SISU Curriculum and Strategy Specialist

Join our dynamic School Management and Operations (SMO) team, headed by Dr. Tom Hawkins, and be part of the International Schools Services (ISS) world-class organization.

For over 60 years, ISS’ mission has been uniquely focused on helping international schools and educators develop students into thoughtful, imaginative global leaders. We are passionate about today’s and tomorrow’s international education community, and we delight in connecting educators and schools worldwide. As a leading nonprofit organization in international education, ISS promotes innovative best practices for global education to “make a world of difference”!

This new ISS-SISU Curriculum and Strategy Specialist position is a great growth opportunity for an individual who is a strategic and innovative thinker, passionate about international education, adult pedagogical training, and curriculum development. As the ISS-SISU Curriculum and Strategy Specialist, you will have the opportunity to lead the curriculum implementation and professional development for three ISS managed schools. Your role will involve overseeing the successful integration of curriculum in line with other ISS curriculum and professional development specialists. Additionally, you will play a pivotal role in the secondary curriculum development and professional training commitments as part of our SISU Schools® collaboration.

**Key Responsibilities**

- Lead curriculum implementation and professional development in ISS managed schools.
- Oversee the secondary curriculum development and professional training initiatives.
- Manage and ensure effective delivery of curricular platforms for ISS and SISU school curricula.
- Contribute to ISS strategic development initiatives, collaborating with ISS and Lumo teams in the evolution and scaling of SISU Schools®.

We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply. 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.

ISS offers a benefit package including paid time off (PTO), a 15% company contribution to a 403(b)-retirement plan, and eligibility for health insurance. Salary is highly competitive and commensurate with experience.

**Location/Hours**

Part-time; approximately 30 hours (average) per week during the school year.

This position can be remote, working across numerous time zones with schools mostly in the EU/Africa/Middle East regions.

Work hours are flexible but need to align with the SMO team and clients as required.
Core ISS Responsibilities

- Collaborate with ISS curriculum, professional development team members, and Sr. Leadership Executives to support the ongoing development of assigned ISS-managed schools.
- Develop, curate, and maintain professional development assets, including presentations, training materials, and assessment rubrics, to effectively support the assigned ISS-managed schools.
- Facilitate the sharing of relevant school documents, such as curriculum documents, handbooks, and student assessment materials, between ISS and assigned ISS-managed schools.
- Conduct monitoring and analysis of student standardized assessment results to ensure quality assurance for clients.
- Manage subscriptions to and updates of online platforms utilized by ISS-managed schools.
- Establish and maintain a productive relationship with additional external service providers.

Core SISU Schools Responsibilities

- Engage with ISS-Lumo teams in strategic evolution, growth, and scaling of SISU Schools®.
- Collaborate with ISS-Lumo teams to develop curriculum and training for secondary responsibilities to SISU Schools®, ensuring alignment with educational objectives.
- Ensure the creation and curation of professional training assets, including presentations, training materials, and assessment rubrics, to effectively support SISU Schools®.
- Deliver online training sessions (and in-person when contracted) for SISU Schools®.
- Facilitate the implementation of alternative curricula, as needed for host-country validation requirements.
- Support SISU Champions with implementation and quality assurance for SISU Schools®.

Required Qualifications

- Strong oral and written communication skills and a collaborative spirit.
- Demonstrated capacity for leadership, strategic thinking, and innovation.
- Ability to travel and adapt to different countries and school cultures.
- Excellent understanding of adult learners and professional development best practices.
- Willingness to make and accept responsibility for decisions and actions.
- Capability to inspire a high level of confidence and trust in schools and clients.

Experience

- Minimum of five years of experience in overseas education.
- Three to five years of experience in curriculum development and professional development (preferred).
- Good working knowledge of international education and strong working relationships with other international curriculum consultants.
• Experience in educational consulting, project management, and school start-ups (preferred).
• Experience with a wide variety of curricular programs, such as International Baccalaureate programs, IPC/IMYC, Advanced Placement, Common Core, AERO, NGSS, C3, IGCSE.
• Extensive experience with accreditation protocols (e.g., NEASC/ACE, CIS, WASC, MSA, AdvancEd, etc.).
• Proven experience facilitating professional development for adult educators.

**Technical Skills**

• Proficiency with Microsoft Office Suite, Apple Apps, Google Apps for Education, etc.
• Proven experience with curriculum mapping software (e.g., Rubicon Atlas, Toddle, ManageBac, etc.), student learning data analysis tools, and standards-based reporting software.
• Proven experience with standard assessments commonly used by international schools.
• Familiarity with Web 3.0 tools such as blogs, collaborative workspaces, threaded discussions, LinkedIn, Facebook, Twitter, etc.

**Education/Training**

Minimum MS/MA degree in Curriculum, Instructional Design, Educational Leadership, or a related field.

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.

ISS believes in dignity of all, the benefit of cross-cultural perspectives, and the power of diverse, inclusive, equitable and just communities.

You can read more about our commitments here: [https://www.iss.edu/who-we-are/deij-commitment](https://www.iss.edu/who-we-are/deij-commitment)

**Start Date:** August 15, 2023 (negotiable)

**Application Deadline:** July 15, 2023

In one PDF document (no exceptions), please submit the following to SMOhire@iss.edu

1. Formal letter of interest specific to this position (no longer than two pages),
2. Recent, updated curriculum vitae/resume (without photo),
3. Up-to-date list of references including contact information
You will be contacted regarding the next steps to follow for consideration.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS reserves the right to close the selection process at any time if an ideal candidate is found before the deadline.