



ISS Administrative Search

With a vast global network of leadership connections, **ISS Administrative Search** engages in a detailed review of every candidate's qualifications, helping you find talented leaders for all areas of your school.

Tailored to Your School Needs

Your school and students are unique – the search for your next school leader should be as well. We tailor each search process to support your school's specific vision, needs, and role in the local community.

Depth for your Search Process

Our 65+ years of work with international schools enables ISS to bring robust real-world insight to your search. Expect depth in the leadership search and selection process, infused with pragmatic, contemporary considerations.

Excellent, Well-Vetted Candidates

Our team works diligently to send you candidates that reach our high standard of interpersonal skills, cultural competencies, and commitment to excellence.





ISS supports
800+ schools
around the world

ISS Administrative Search has conducted
1,000+ searches
for international school leaders

ISS searches have reached across
6 continents

Unparalleled Support

ISS delivers a professional and focused search that maximizes stakeholder engagement while providing turn-key ease.

Powerful Expertise

ISS is uniquely connected to a pool of highly qualified, experienced and talented candidates. Our multidisciplinary team of former heads of school and industry recruitment professionals enables us to conduct successful leadership searches in this network, with a process anchored in intercultural competency, deep understanding of international schools, and a commitment to diversity.

An Ethos of Excellence

We hold high standards for the capabilities, interpersonal skills and cultural competencies of the candidates we recommend to you. Our team works diligently to ensure each candidate we send on is highly qualified, committed to excellence, and ready to lead in their area of expertise in your school.

Strategic Consulting

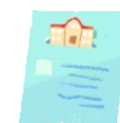
Our team guides you through the entire process:



Review your school and complete a SWOT analysis



Interview you and your school's key stakeholders



Create a position statement and leadership profile



Amplify your job description to our vast global network



Screen, vet and interview candidates and create a short list



Report our findings to you and submit detailed candidate portfolios



Assist with the interview process. The ultimate choice is yours.



A Detail-Oriented Search Process

Our team works diligently to ensure each candidate we send on is highly qualified, committed to excellence, and ready to lead in your international school.

Mapping for Success

Through school visits, both online and in-person, we perform a detailed Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. This fieldwork allows us to articulate a shared understanding of the core features of your school, the major challenges and opportunities that the incoming leader will face, and the key characteristics that the school community seeks.

A Thorough Search

Our team amplifies your position announcement throughout our expansive global network. We seek out referrals for candidates with strong potential for a school fit and follow up all leads. Every potential candidate is interviewed to understand their experience, skills, and outcomes of their leadership.

We send your school our short list, giving our team's insight about a number of exceptional applicants, plus a comprehensive portfolio for each of these candidates. This includes letters of interest, CVs, confidential references, writing samples, and other relevant documents.

Prioritizing School Safety

As a founding member of the International Task Force for Child Protection and global leaders in child protection, ISS's commitment to child safety is central to our process. We carefully review personal information and digital footprints before referring candidates to you. Our team provides written confidential references and hosts video interviews with all shortlisted candidates, and we encourage schools to conduct thorough criminal background checks before hiring.

Continuing Support

We help you craft a competitive compensation and benefits package as you narrow your candidate selection, and we celebrate when you select the next leader! Our support continues throughout the entire transition period. Through the first year of new leadership, we offer regular check-ins and assistance with entry plans to ensure that your school continues to thrive.



Hear from ISS Administrative Search Clients



American School of Madrid

"This was the first inclusive process to hire new divisional directors in ASM's history. It was also the first time ASM went through two searches at the same time. ISS's support in working with community members on a SWOT analysis, invited our stakeholders into the process meaningfully. We had many comments about the quality of the applicants and the interview teams felt we had a great field of candidates to choose from. ISS stayed connected and in touch throughout the process. And, finally, with a tight timeline, we finished the searches successfully on time."

-Ben Weinberg, Headmaster

Carol Morgan School

"Engaging in a search for a new job, in a new school, in a new country is an incredibly important endeavor. ISS provided personalized support from beginning to end. I appreciate the approach used to match candidate strengths with school needs, as well as, the organization's practices related to equity and the promotion of diversity."

-Paola Torres de Pereira, Elementary Principal

ACS - Beirut

"Working with ISS was a pleasure from start to finish. The team is professional and helpful. It feels like you have a personal touch in what can be a rather impersonal experience when recruiting."

-Andrew Buckman, Middle School Principal

Dwight School Seoul

"Working with ISS has been a true pleasure. The team has been supportive, clear and professional throughout the entire process. They were thorough in their communication and very meaningful and constructive in their feedback. I was truly appreciative of the entire process from start to end."

-Jason Hayter, Assistant Head of School

Western Academy of Beijing

"Recently we worked with ISS for the recruitment of our new Director. ISS were extremely professional, friendly, courteous and proficient, while at the same time being very flexible. ISS provided an excellent service to us through the good understanding of our school's needs and provided us with exceptional candidates that were the right fit. They were always approachable, helpful and understanding, and provided a prompt follow up to all of our requests. I cannot praise ISS enough for the support and help they've given us, and I would recommend them to any school without hesitation."

-Nathalie Azzopardi, Search Committee Chair, Board of Trustees

Robert College

"During the selection process for my new role, I always felt fully supported by ISS. I was privileged to work with senior colleagues, possessing a wealth of experience as former school leaders themselves. They provided me with honest, realistic evaluation as the process progressed, measured and helpful input during its key phases, and continuing support in its final acts. Since my appointment, they have continued to be available to offer advice during my induction period. Add all this together and the overall support can be described in a single superlative: superb."

-Adam Oliver, Head of School, Robert College

International School of Hyderabad

"Working with ISS for our HoS search was a true pleasure. ISS clearly stood out. From the search until the final hiring the recruiter was well connected with our search committee and various stakeholders. Guiding us fluently through the process. In the end we finalized an outstanding candidate within a timeframe of 11 weeks. Amazing job done!"

-Remko Vochteloo, Chair of the Search Committee

Bavarian International School

"The ISS Team was incredibly insightful when putting together our profile as well as during their pre-interviews. This resulted in a highly qualified and well-fitting short list for our team to interview."

-Chrissie Sorenson, Head of School

Pechersk School International

"Thank you to the ISS team for a very successful, and satisfying, Administrative Search experience. We were impressed by the level of personalization and by the timely response rate. The 'ideal candidate' profile developed, through an inclusion community process, was a true reflection of our priorities. The quality of our finalists was outstanding. I strongly recommend the ISS team."

-Rachel Caldwell, Director

AIS - Budapest

"ISS understands the importance of relationships, personalizing the client experience throughout the process. They prioritize capacity building and honest, sensitive, and transparent feedback. I am grateful for their continued guidance and support."

-Krista Zavits, Elementary Principal

ISS Searches

We work with search committees around the globe to fill a variety of international school leadership roles. Take a look at current and open leadership searches we're conducting at [ISS.edu](https://iss.edu) >>

View recent completed school leadership searches at [ISS.edu](https://iss.edu) >>

Read about the journeys of successful placements in ISS Leadership Spotlight interviews at [ISS.edu/Blog](https://iss.edu/Blog) >>



Getting Started

Our support begins as soon as you inquire about our services. We identify how we can best support you and establish an effective, efficient search timeline.

Full Search

Your Questions: We look forward to answering your questions, addressing any challenges that you face and discussing your visions for school leadership.

Creating a Timeline: Together, we determine a timeline that ensures opportunities to best amplify your search and attract an excellent candidate pool.

A Competitive Proposal: Our team will craft an individualized, detailed and competitive search proposal that captures your needs and leadership visions.

Dedicated Partnership: When we partner, we invest dedicated and robust resources that ensure we find the best candidates for you.

Advertise Only

In addition to our comprehensive Full Search services, ISS also offers schools an **"Advertise Only"** option. With this option, ISS can help you boost the visibility of your search by promoting your job post through targeted search announcements to thousands of administrative candidates across ISS platforms. Contact ExecSearch@ISS.edu to get started.



Learn more at
[ISS.edu/Administrative-Recruitment](https://iss.edu/Administrative-Recruitment)



ABOUT ISS: As a nonprofit organization, International Schools Services (ISS) works with more than 800 international schools and tens of thousands of educators each year across its suite of services, creating the largest global footprint in international education support. Since its inception in 1955, ISS has promoted innovative best practices for global education. Core services include starting and operating student-centered, future-oriented schools; recruiting world-class educators and leaders; providing cutting-edge professional learning opportunities; sourcing essential school supplies; administering school foundations; and encouraging more diverse leadership in international schools. With offices in Princeton, NJ USA and Shenzhen, China and staff located across the globe, ISS invites all to join in making a world of difference. For more information, visit [ISS.edu](https://iss.edu)