



Making a world of difference

## Leadership Search



## Assistant Superintendent for Academic Affairs

### Modern Knowledge School

*Manama, Bahrain*

Application Deadline: April 1, 2023

Start Date: August 13, 2023

## Introduction to MKS

---

Modern Knowledge School (MKS) is an independent, English-medium, Pre-Kindergarten to Grade 12 American international school in Manama, Bahrain, with the goal of providing a high-quality education to a diverse student body. The School was founded in 1995 by Mrs. Parween Kazerooni (Chairperson) and Dr. Mohamed Saleh (Superintendent) to serve the needs of Bahraini and foreign students seeking an American international school education. What began in a small school of less than 50 students has grown to a school of more than 2600 students on a centrally located Manama campus.

MKS employs teachers and leaders from the region as well as international schoolteachers and leaders from around the world. The student body comprises students from the region as well as students from around the world. MKS is accredited by the Middle States Association (MSA), as well as the Bahrain Ministry of Education, and is an International Baccalaureate (IB) World School. Students can choose to complete the full IB Diploma Program or the American standard program toward graduation.

## Vision & Mission

---

### Mission

The mission of Modern Knowledge Schools is to develop respectful, responsible, global minded individuals: lifelong learners who contribute towards a peaceful world.



At MKS, we believe that:

- All students have the potential to succeed.
- Everyone is valued and deserves respect.
- Everyone has the right to a safe, clean environment that is conducive to learning.
- Local culture and heritage are an integral part of the learning experience.
- Family and community support are vital for success.
- Learning is fun!

### Philosophy

Students are placed in an educational environment that challenges and enables them to explore, develop, and apply their intellectual, social, physical, and creative abilities as well as critical thinking skills in order to function and interact in a dynamically oriented global society. This formal integrated program embraces all learning experiences to assist students in becoming lifelong learners who can positively and constructively have an impact on a rapidly changing international perspective.

## Governance

Modern Knowledge Schools are owned by Mrs. Kazerooni (Chairperson) and Dr. Saleh (Superintendent).

## Administration

The school includes Kindergarten (Pre-K and Kg), Elementary School (Grade 1 to Grade 5), Middle School (Grades 6 to 8), and High School (Grades 9-12). Each division has a principal, associates, and curricular support specialists. Principals of each division currently report to the Superintendent on operational matters and to the Chairperson on educational matters. The administration team also includes newly appointed K-12 Curriculum Coordinator, Director of Technology, and a Quality Assurance Specialist.

## Accreditation

MKS is accredited by Middle States Association as well as the Bahrain Ministry of Education and the International Baccalaureate as an IB World School.

## Academic Calendar

The school operates on a typical North American calendar which runs from September to mid-June each academic year.

## Academic Program

The MKS Academic Program is based on American standards and meets the requirement for Bahrain Ministry of Education as well as the IB programs requirements. A strong commitment to the instruction of Arabic results in students who are competent in both English and Arabic and confident in their ability to communicate, solve problems, and create their own future.



### Kindergarten

The kindergarten (KG1-KG 2) is the foundation for all future learning. The MKS curriculum provides for the development of social skills, self-esteem, and academic success. Language and literacy development involves speaking, listening, writing, and reading. MKS extends their oral language skills as students listen to and join in reading stories, poems, and songs. Students' creativity is encouraged through play, art, drama, and kitchen science. Each class is planned by teachers who know the best way to encourage learning in young children. All

instruction is in English; Arabic language, Islamic Religion, and Arabic Social Studies are taught by specialist teachers and in accordance with the Bahrain Ministry of Education guidelines. Art, music, technology, and physical education are taught by specialist teachers. Upper-level students participate in School Safety Patrol.

### Elementary School

The elementary school (grades 1 through 5) expands the foundations for academic achievement, personal growth, and responsible citizenship. MKS values diversity and supports social, emotional, cognitive, and physical development. The curriculum provides for the continuous development of knowledge, skills, and understanding in the areas of reading, language arts, social studies, mathematics, science, art, music, library skills, technology education, Arabic, and physical education. Students remain in self-contained classrooms with their homeroom teacher for core subjects. All instruction is in English; Arabic language, Islamic Religion, and Arabic Social Studies are taught by specialist teachers and in accordance with the Bahrain Ministry of Education guidelines. Art, music, technology, and physical education are taught by specialist teachers. Upper-level students participate in School Safety Patrol.

### Middle School

The middle school (grades 6 through 8) curriculum at MKS is designed to meet the needs of a child as well as an adolescent during the transition from elementary to high school. Through a caring and secure environment, the MKS middle school program ensures that all students experience challenges and success. Highly qualified subject area teachers provide academic instruction in English, math, science, and social studies. All core subjects are taught in English. French is a required subject for all students. Arabic Language, Islamic Religion, and Arabic Social Studies are mandatory for all students holding Arabic passports. Students participate in art, computer, music, and physical education taught by specialist teachers. Students also have the opportunity to participate in the Middle School Student Council.

## High School

The high school (grades 9 through 12) curriculum follows a college preparatory curriculum and includes the IB Diploma program in grades 11 and 12. All students develop a personal four-year plan to help determine high school goals and objectives. Students in grades 9 and 10 follow the traditional college preparatory program of English literature with writing, French, Algebra I, Geometry, Ancient and Modern History, Biology and Chemistry. In grades 11 and 12 students have diverse options in all disciplines. Students may elect to enter the rigorous two-year IB diploma program or continue the college preparatory track. All high school students participate in physical education each year. Students may elect to study courses from the Fine Arts, Science or Social Studies. All instruction is in English. Arabic Language, Arabic Social Studies, and Islamic Religion courses are mandatory for all Arab passport holders and are taught according to the Bahrain Ministry of Education guidelines.



## Technology

Part of our mission in Modern Knowledge Schools is to raise Global and life-long learners. Technology enables us provide the environment and the tools that will bring about these dimensions into the teaching and learning process. MKS has been a Google for Education licensed Institution since 2015.



## School Culture

---

### Students

MKS students are delightfully inquisitive, motivated, and engaging. The culture of MKS reflects the "family" commitment of the founders as well as the hospitality of the host country culture. This combination of family and hospitality results in most students remaining at MKS from elementary through high school, and teachers/staff who serve the school for years.



### Faculty

MKS faculty hail from more than twenty countries in the region and around the world to ensure that the students receive quality instruction. All teachers are required to be certified to teach their school division or content area or have a professional learning plan that leads to that goal. The faculty's pedagogical staff is supported by principals, associates, and quality assurance specialists on-site, and by ISS both remotely and on-site. As an American curriculum school, MKS is committed to hiring experienced and certified staff members from the U.S. and Canada to teach the core subjects of Math, English, Science, and Social Studies. However, we are also committed to a strong Arabic studies curriculum that is taught by experienced Arab teachers.

### Facilities

As the school's enrollment has grown, Modern Knowledge School has built facilities to accommodate and help students thrive. From science labs to soccer pitches, the school provides quality facilities to support and enhance education and co-curricular activities.

### Location

MKS is conveniently located near downtown Manama on a sprawling campus seen from the major highways.

### What is the connection between ISS and MKS?

International Schools Services has been working closely with the Leadership at MKS for the past year in the areas of curriculum development and organizational development. ISS provides access to, and development of, curriculum using the Atlas Rubicon curriculum mapping software. Additional development of instructional practices and pedagogy on the American Standards-based model of education is also supported by ISS.

ISS also supports MKS with recruitment. In addition to conducting the search for this Assistant Superintendent position, ISS supports the school in hiring teachers for MKS.

## Fast Facts

---

Year Established	1995
Accreditation Agency	MSA/BME/IB
School type	Private, Day, Co-ed, Pre-K to12
Language of Instruction	English
Total Enrollment (2023)	2651
Kindergarten class size	22
Grades 1-2 class size	25
Grades 3-5 class size	25
Grades 6-8 class size	25
Grades 9-12 class size	25
Student age range	3-18
Student/Teacher Ratio	25:1
Number of Faculty (TBD)	231
Faculty nationalities	More than 20 nationalities of teachers serve students at MKS
Tuition (2022-2023)	\$3,500 - \$ 5,750 USD

---



## Assistant Superintendent Job Description

---

**Position:** Assistant Superintendent for Academic Affairs

**Reports To:** Superintendent

**Working Relationships:** Management Team, Leadership Team, Department Heads, Faculty

### Overview

The Assistant Superintendent (AS) is responsible for leading an aligned and effective educational program school wide. The AS is a member of the senior leadership team, collaborating with the Chairperson and Superintendent to ensure the goals, objectives, and strategic initiatives of the school are implemented effectively, efficiently, and systematically. The AS will report to the Superintendent and will be responsible for the performance and supervision of the educational leaders at the school to ensure excellent educational programming, effective teaching, and improved student learning.

### Responsibilities

#### Teaching and Learning

- Take overall responsibility for the adoption, alignment, and management of the school's program of teaching and learning
- Ensure the effective delivery of high-quality teaching and the improvement of academic standards to result in full accreditation and improved ministry quality ratings
- Promote a culture of learning and development in support of educational plan
- Foster collaboration both within the school and with other schools and regional organizations
- Promote excellence and improvement in all matters of teaching and learning
- Ensure the regular review, evaluation and development of programs offered by the School

#### Educational Leadership and Planning

- Assume leadership of the educational leadership team to meet regularly, analyze the needs of the school, and address the needs of the school systematically
- Develop an educational improvement plan, along with the Chair, Superintendent, and educational leaders, including the preparation of a staffing and resource plan
- Engage the educational leadership of the school in compiling and implementing the school's plan in accordance with the recommendations of ministry, accrediting bodies, and relevant consultants
- Monitor and improve the performance of the school in terms of its objectives as stated in its educational improvement plan
- Supervise and evaluate the educational leadership team members to build capacity for sustained effective leadership of school improvement



### Staffing

- Lead educational staffing and leadership/teacher recruitment efforts in collaboration with HR and Principals
- Create a supportive working environment for all staff in the school and provide professional development to build teaching and leadership capacity
- Ensure that staff performance reviews are completed in an effective and timely manner
- Allocate educational duties to leadership in accordance with policies and procedures
- Handle grievance procedures for educational staff except where a grievance is against the AS

### Educational Qualifications:

- Advanced educational degree, with a credential in administration or educational leadership

### Job-related experience and knowledge:

- Previous experience and proven success in a school leadership role as principal, curriculum director, superintendent, or similar
- Successful international educational leadership experience
- Proven experience and expertise with the school's academic programs (IB and/or AP)
- Strong leadership in pedagogical approaches
- Educational or professional experience in a culturally diverse environment
- Experience in technology-based educational solutions
- High proficiency/fluency in English language

### Personal attributes and skills:

- Unimpeachable integrity
- Strong educational leadership and communication skills
- Managerial expertise
- Personal qualities of warmth, transparency, approachability, empathy
- Visionary and strategically minded
- Outstanding communicator verbally and in writing
- Resilience
- International mindedness
- Adept at staff recruitment, development, and retention
- Community-minded and a community-builder
- Fluency or proficiency in Arabic language beneficial

## Application Instructions

---

Start Date: August 13, 2023

Application Deadline: [April 1, 2023](#)

Dr. Tom Hawkins, ISS V.P. for Startups, Management and Operations, will serve as the lead consultant for the Modern Knowledge School Assistant Superintendent search.

In one PDF document, please submit the following to [rkrisulevicz@iss.edu](mailto:rkrisulevicz@iss.edu):

1. Formal letter of interest specific to this position (no longer than two pages),
2. Recent, updated curriculum vitae/resume (preferably 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 and MKS reserve the right to close the selection process at any time if an ideal candidate is found before the deadline.