

## Leadership Search



### Early Childhood Principal Metropolitan School

*Cairo, Egypt*

Application Deadline: February 10, 2020  
Start Date: August 2020

ISS is pleased to conduct this full search.

Learn more how ISS works with search committees around the globe to fill leadership positions.

[www.iss.edu/services/administrative-recruitment](http://www.iss.edu/services/administrative-recruitment)



## Introduction

Founded by a family with 60 years of experience in the private education sector, Metropolitan School aims to deliver a truly outstanding education following an American based curriculum, building skills for future success. The school's modern campus is conveniently located in New Cairo and designed to engage a child's curiosity whilst instilling a love of learning.

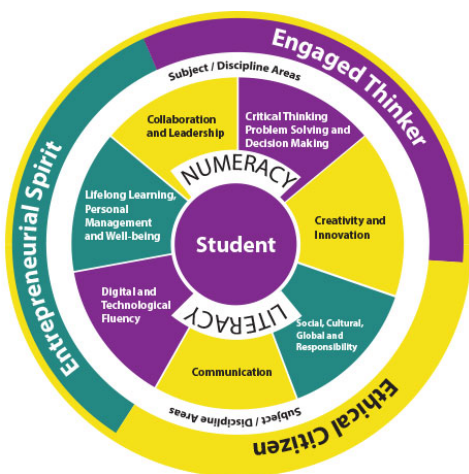
## Mission, Vision, Objectives, & Values

### Mission

Metropolitan School will deliver an outstanding international education whilst ensuring that Egyptian values are central to school life, stretching the minds of our students to equip them with both a passion for learning and the ambition to make a difference to the local and global communities.

All students will have the opportunity to become involved in community service projects making a difference to the lives of people who are less fortunate than themselves.

We will educate with the philosophy of building a new generation of entrepreneurs, by encouraging the spirit of entrepreneurship.



### Vision

Inspiring a generation of engaged thinkers, ethical citizens and global entrepreneurs.

### Objectives

In an outstanding school environment, Metropolitan School is developing a vibrant community that recognizes the value of diversity and inclusion.

We are encouraging creativity and the spirit of entrepreneurship, challenging our students and ourselves to achieve ever-greater goals.

In preparing our students for future prosperity, we are ensuring that they understand the value in creating a sustainable world and serving the wider community.

Finally, we are ensuring that our school is a happy place, where children and our staff, enjoy learning.



## Values

Firmly grounded in our Egyptian culture, whilst embracing an international perspective, our values guide our behaviour in building a successful community.

**Ethics and Manners:** Being respectful, demonstrating humility and choosing wisely.

**Pursuing Excellence:** Having high standards and being the best that we can be.

**Celebrating Diversity:** Expanding our horizons, listening to others and growing together.

**Entrepreneurial Spirit:** Creativity, exploring our passions and taking calculated risks.



## Values Pillars

All Met students are expected to reflect the 8 Met Character Pillars in order to achieve our goal of graduating students who are not only academically strong, but students of high character. The Metropolitan Character Pillars are:

- Cooperation
- Self-Control
- Honesty
- Tolerance
- Responsibility
- Good Citizenship
- Respect
- Kindness

## MET Core Values



## Community Service

At Metropolitan we believe in guiding our students to make a difference from an early age.

We know that by developing an awareness of the issues that different communities are facing, both locally and globally, we will increase our students' ability to see the world from an alternative perspective, developing their life skills whilst improving outcomes for those communities.

Guided by the Prosperity Index students will work in groups across six core areas to design projects and initiatives which positively impact the prosperity of local and global communities.



- Education
- Healthcare and Environment
- Social Capital
- Economy
- Effective Citizenship
- Safety Awareness
- Orphans' Day Celebration

At Metropolitan School, we know that by developing an awareness of the issues that different communities are facing, both locally and globally, we will increase our students' ability to see the world from an alternative perspective, developing their life skills while improving outcomes for those communities. Therefore, we will offer our students the opportunity to become involved in community service projects while making a difference to the lives of people who are less fortunate than themselves.

## Entrepreneurship

With the support of everyone in the Metropolitan School community we will be successful in graduating the next generation of **engaged thinkers, ethical citizens, and global entrepreneurs.**

### MetBiz at Metropolitan School

As Metropolitan School's vision is to inspire a generation of Engaged thinkers, Ethical citizens and Global entrepreneurs, we do believe that tomorrow's jobs and economy are going to be created by the leaders and entrepreneurs that we develop today.

### MetBiz Curriculum

Our MetBiz program provides age appropriate, project-based, curricula based on those developed by Junior Achievement (JA) that promote work readiness, financial literacy, and entrepreneurship skills for all of our students. By teaching these skills, children will become 21st Century thinkers.



### MoreBiz Co-Curricular Program

At Metropolitan School we are committed to providing our students with as many opportunities as possible to participate in after-school activities that will reinforce lessons from the classroom. Through our MoreBiz initiative, we will give students a structured way in which they can practice the concepts of leadership, problem-solving, financial responsibility, and teamwork.

Our MoreBiz after-school program centers around the Met Company program.

Our Met Company program challenges our students, giving them the opportunity to take risks, while giving them a safe space to develop their talents, learn by trying innovative ideas, and make the critical connections to their futures.

### MetBiz and Parents

The success of our students in acquiring the entrepreneurial spirit hinges on the reinforcement of values and business knowledge wherever the student might be. We encourage parents to get involved in our MetBiz and MoreBiz programs and share their unique entrepreneurial experiences and knowledge with everyone at Met. It is through this sharing of knowledge that the scope of what the students believe to be possible will truly broaden.

### Egyptian Values

Traditional values of respect, manners and ethics will be instilled in our students from an early age along with knowledge of our country's rich history and cultural development.

## The School

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### History & Founding Story

Metropolitan School was founded by a family with over 60 years' experience in private education in Egypt. In 1954, the late Mr. Fouad Habib started one of the first private schools in Egypt. Since then, the family has consistently contributed to improving the standard of education in Egypt. Throughout his career, Mr. Fouad Habib was recognized for his contribution to education. First honored by Egypt's president, Gamal Abd El-Nasser in 1956, he was honored again in 1979, when he was awarded the Pioneer of Private Education Badge of Honor by President Mohamed Anwar El-Sadat.



Continuing his father's vision, Dr. Sameh Fouad Habib in 1983, modernized the school's curriculum by incorporating new technology and new ways of teaching into the classroom. He developed programs in management information systems, and electronics. He was the first to introduce a Bachelor of Science degree program in Computer Science encouraging teachers to instill a love of learning among their students, Dr. Sameh Habib pioneered a new way of teaching; the practice of inquiry and investigation. This innovative method replaced the standard teaching technique of



memorization. Recognizing his contribution, Dr. Sameh Habib was appointed by fellow private education institution owners to represent them in matters concerning Egypt's Ministry of Education, a position he has held for more than 15 years.

A new generation of the Habib family is continuing the legacy of excellence in education. In August 2015, Mr. Seif Sameh Habib, grandson to the founding educator, opened the doors to Metropolitan School. Recognizing the need to build an international perspective and prepare the next generation for globalization and multicultural

partnerships, Metropolitan School, under the direction of Mr. Seif Habib, is the first school in Egypt to introduce an entrepreneurship program. Starting with KG1, this program is aligned to Common Core standards and integrated into the school's American curriculum, while maintaining its basic values firmly grounded in the traditions of the Egyptian culture. It is this particular combination the family believes that will deliver an outstanding education for tomorrow's leaders.

The school's curriculum was originally developed in partnership with Dubai based education consultants, BBD Education, who bring with them more than 20 years of international education experience.

## Campus

Built on a 21,000 square meter plot in New Cairo, Metropolitan School is creatively designed to engage your child's curiosity while encouraging a love of learning. Designed by the architectural firm ECG, the building incorporates the latest philosophy in building design and technology. All classrooms have been fitted with cooled fresh air diffusers to reduce the transmission of disease. Our focus on health in the building extends to the flooring and furniture, which are made using anti-bacterial materials.

The safety of your child is something we take very seriously. Fire proofed cables, conduits and wall sealing constructed to contain a fire for two hours





are installed throughout the building. Together, with an extensive smoke detection system and our evacuation policy, all is in place to protect your child in the unlikely event of an incident.

Metropolitan School is WIFI enabled throughout the campus and each classroom is equipped with a smart board.

Our PreK and Kindergarten building is designed with interactive spaces inside, as well as outside playing areas. This was an intentional design plan to encourage students to learn through play. This space provides an environment for young children to learn to take appropriate risks, practice cooperation, learn teamwork, and further develop their fine and gross motor skills, all done while playing in this purpose-built space.



Spacious classrooms have a reading corner designed to foster a love of books. Children are encouraged to spend time there each day.

Special Rooms for pretend play, art, cooking and music are designed to encourage young children to widen their interests and develop new talents.

## Co – Curricular Program

At Metropolitan School we believe that every child has a talent. Our role is to help them to discover and nurture it.

Our school clubs are an essential part of our students' learning. They offer the opportunity to explore areas of interest and develop their skills and talents further.

Throughout the school year, Met Teachers, parents and other community volunteers will provide a variety of co-curricular activities for students. These activities may include MetMusic, MetSport, MetArt, and other clubs. Activities will vary according to staff and volunteer expertise and interest. The School will provide regular updates of the CCA activities offered prior to each round for students to select their options.

## Faculty

Metropolitan Teachers are committed to instilling a love of learning within students with the aim of inspiring every student to reach their full potential. Metropolitan expects teachers to have:

- Strong academic backgrounds related to their field of specialization, with preference given to graduates of North American accredited colleges and universities.
- Teaching credentials relevant to their field specialization, with preference given to U.S. teacher certification.
- Teaching experience commensurate to their teaching assignment, with preference given to teachers with two or more years of experience.
- Commitment to on-going professional development.
- Willingness to actively support and be involved in co-curricular activities.



## Governance

### President of Metropolitan School - Dr. Sameh Fouad Habib

Dr. Habib is the second of three generations in a family of educators in Egypt. As a life-long educator and philanthropist, Dr. Habib has made a significant contribution to education in Egypt and beyond, helping students transform their careers and lives, bringing prosperity to many along the way.

He has owned and operated several KG – 12 schools and institutes throughout Egypt.

Dr. Habib was awarded the Pioneers of Private Education Badge of Honor by the Minister of Education, elected as the private school representative for the Governate of Cairo and is a Member of the Supreme Advisory Committee for Education Development in Cairo.

Dr. Habib was awarded a PhD in Management in 1998.

As a lifelong educator and philanthropist, Dr. Habib has helped students transform their lives, careers, and prosperity and has made a significant contribution to education in Egypt and beyond.

### Chairman of Metropolitan School - Mr. Seif Sameh Fouad

Mr. Fouad has developed and launched the Metropolitan School in New Cairo with the aim of providing an outstanding international education while upholding the Egyptian values that he holds dear. Mr. Fouad also recognizes the need to make Metropolitan School graduates ready to compete in the global market, introducing a program in entrepreneurship.

Our Chairman is the owner of the long-established St. Fatima Schools in Cairo, with a track record of 10 years of providing high quality affordable education. He is the CEO of the Higher Futures Institute and a Board Member of a charitable senior housing project. Mr. Fouad is a graduate of the French University of Egypt and holds bachelors and master's degrees from the University of Nantes, France.

As a passionate educator and entrepreneur, Mr. Fouad is supporting Metropolitan School to become the leading US curriculum school in Egypt.



### Member of the Board of Governors - Ms. Marina Henein

Ms. Henein's special interests include education strategy, curriculum development and the professional development of teachers.

Ms. Henein holds a Bachelor of Arts BA and Master of Arts MA from the University of Nantes, France and is a graduate of the French University of Egypt.

She is an investor in St. Fatima Schools in Cairo and has been a board member there for seven years.

### Member of the Board of Governors - Mr. Andrew Frezludeen

Mr. Frezludeen is dedicated to creating a learning environment that is data-driven, student-focused and professionally collaborative. Specifically, Mr. Frezludeen's expertise is in curriculum design, learning modalities, and effective delivery of instruction.



## Early Childhood

### Overview

At Metropolitan School we recognize that Pre-kindergarten students learn about the world through play. The objects Pre-kindergarten students find on a nature walk, like feathers, rocks and leaves, might help them figure out math concepts like “big, bigger, biggest” or motivate them to visit the book corner to find out more about birds. Teachers may introduce shapes,

letters, and colors, but Pre-kindergarten is about learning more than what a circle looks like. It's where students first develop a relationship with learning.

### Curriculum

Based on [Teaching Strategies®](#) our **Play and Learn** curriculum is designed to engage young learners' natural curiosity and ignite within them an excitement for learning. Research has shown that all children learn cognitive, language and social skills more quickly through movement and meaningful play. Metropolitan School's **Play and Learn** curriculum:

- Integrates motor skill development with communication, socialization, and cognitive skill development
- Employs a holistic model of instruction in which the child, environment, and functional tasks are integrated, not isolated, through organized play areas designed to meet a wide range of goals and objectives

- Includes activities that are meaningful and relevant to young children and appropriate for all early childhood children
- Recognizing that we learn about the world through our senses the classroom play areas in our Pre-kindergarten classroom at Metropolitan School offer students the opportunity to learn and develop through:
  - Basic senses: smell, sight, taste, and hearing
  - Tactile (touch)
  - Vestibular (movement)
  - Proprioception (body position)



Play areas in our Pre-kindergarten classroom include:

- Manipulatives that development spatial relations and manipulative hand skills, such as bead stringing, puzzles and adapted pegboards
- Gym activities that promote development of gross motor skills and enhance development of vestibular and proprioception, such as climbing, jumping, running and sliding
- Pre-writing on a vertical surface to teach a more precise finger grasp with small pom-poms when erasing, such as on large, vertical whiteboards
- Cooperative Sensorimotor Activities to develop skills with colors, numbers and spatial concepts
- Games, with the goal of facilitating turn-taking, social interaction, and reinforce learning readiness skills

Through play areas and learning centers Metropolitan School's pre-kindergarten classroom provides a developmentally appropriate, theme-centered curriculum that integrates language / literacy, mathematics, science, social studies, art and music into meaningful learning activities designed to build a foundation for future learning at Metropolitan School.

Our number one goal for Pre-kindergarten students at Metropolitan School is that they learn "how to learn" and begin to see themselves as learners, because we know that strong Pre-kindergarten experiences will help a child think, "I am a good learner. I can find problems to solve. I can master a difficult task." These experiences show Pre-kindergarten children the power that learning holds and creates an intrinsic desire to learn.



## Fast Facts

Year Established	2015
Accreditation Agency	AdvancED
School type	Coeducational, Day, Private, Profit, PreK through Grade 8
Language of Instruction	English
Tuition (2019-2020) US\$	\$3800 - \$5500
Total Enrollment	700+
Early Childhood Enrollment	158+
Elementary School Enrollment	259+
Middle School Enrollment	120+
Average % Home Country Nationals	98%
Number of Faculty	90
Number of Board Governors	4





## Position Overview

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### The Position

Ensure teachers are meeting Met students' educational needs and delivering the relevant curriculum, ensuring that each student achieves academic success up to their potential, while US Common Core standards are visible and measurable in the curriculum delivery and the assessment tools designed. Actively lead and guide the academic program as well as the co-curricular activities program to the wider school community. Ensure faculty, students and parents are engaged and committed to Metropolitan School values (Citizenship, Entrepreneurship and Community Service). In an effort to clarify the Key accountabilities listed in the Metropolitan School Principal Job description, the following points are intended to actualize said accountabilities to the point of measurability. High emphasis is placed on meeting of all identified deadlines.

Responsible for supervising academic heads of departments, teachers, student, teaching assistants.

### Internal & External Interactions

School administration, faculty, students, parents.

### Key Accountabilities

The Principal is the educational leader of his/her division who promotes the success of all students by:

- Actively promoting the mission and core values of the school and implementing the strategic plan appropriately within their division
- Working collaboratively as a member of the Senior Leadership Team to assure overall organizational excellence in service to the mission and strategic plan
- Creating a healthy climate of collegiality, collaboration, and communication between faculty, staff, students and parents, and integration with the overall
- Facilitating the development, articulation, implementation and stewardship of a program of learning that reflects best practice educationally and is supported by the school community
- Advocating, nurturing and sustaining a learning community supported by appropriate professional development opportunities
- Ensuring management of the division, its operations, budget and resources for a safe, efficient and effective learning environment
- Acting with integrity, fairness, and care, in an ethical manner, with respect for diversity
- Demonstrates a thorough understanding regarding the principles of good customer service
- Models and encourages cultural and international awareness and understanding
- Assist and oversee the designing of appropriate admissions tests in line with the curriculum and learning expectations
- Displays competence in using media and technology

## Specific Duties and Responsibilities

### To Students:

- Build a school culture among students that is inclusive, respectful and responsive; where learning is a priority, and students' value and take ownership for their own learning and strive for excellence; and where students are invested in our school community
- Develop effective rapport and relationships with students, engaging them in maintaining an orderly environment conducive to learning
- Engage students in developing a sense of leadership, community and pride through school assemblies, performances, games and other activities, as well as involvement in decision-making and overall school improvement
- Ensure the physical and emotional well-being and safety of all early childhood students, working closely with the faculty and with counseling and special services staff to that end
- Ensure a program of appropriate support and challenge personalized for individual student needs, including for students with learning disabilities, language learners, and those with social, emotional or behavioral needs
- Ensure a master schedule that enables each student to receive the benefit of available programs and to maximize teaching and learning
- Ensure that discipline policies and practices are carried out in a fair, constructive and educational manner and are communicated to students, faculty and parents
- Participate in the Student Referral Team and the Admissions Committee regarding concerns about individual students
- Lead effective orientation programs for all new and returning students and their parents in conjunction with the general school orientation

### To Faculty and Staff:

- Build a healthy school culture of collegiality, collaboration, and communication between the faculty, staff, students and parents with a focus on learning
- Build positive relationships with members of the early childhood faculty and staff and involve them in decision-making and overall divisional improvement
- Lead professional development activities for faculty and staff focused on contemporary teaching and learning practices, technology innovation and integration, and 21st Century skills and implement the structures that will sustain a professional learning community, providing opportunities for collaboration and enhance the strengths and talents of the faculty and staff
- Conduct observations and evaluations of the faculty and staff following the school's guidelines and policies
- Communicate often with the faculty and staff through regular meetings, digital media and other tools

- Facilitate the leadership development of Department Heads supporting their responsibility for cohesive curriculum and assessments, collecting and analysis of student learning data, reporting to parents and management of department budgets
- Facilitate best practices in counseling, student support and intervention programs to ensure that each student benefits from the division's program
- Lead effective orientation programs for all new and returning faculty members in conjunction with the general school orientation
- Supervise and support the relevant Office Staff in providing overall organizational excellence for the division.

### Additional Responsibilities

- Approve and coordinate special activities and projects pertinent to the division
- Communicate regularly with parents regarding divisional activities and information about student learning
- Coordinate the ordering of educational supplies and materials for the division
- Oversee the administration and use of standardized testing
- Oversee the maintenance and safety of student files for each student within the division
- Supervise the maintenance of the school facilities utilized by the Early Childhood School
- Participate as a member of the School's Administrative Team and Emergency Planning Team
- Inform the Director of major developments in the division and its programs
- Contribute to the updating of the Parent/Student Handbook with relevant policies
- Perform other responsibilities as assigned by the Director.
- Pays attention to detail in documentation.

### Person Specifications

#### Qualifications / knowledge:

Education/teaching degree OR first degree and teaching qualification. Knowledge of the use of ICT in schools to aid teaching and learning. Thorough understanding of US Common Core standards, curriculum design, vertical and horizontal alignment of curricula and, and backward planning strategies. School management/leadership certification.

#### Skills:

School leadership experience with solid commitment to teaching and learning and strong subject knowledge in relevant areas.

#### Experience:

- Advanced degree in education and/or educational administration
- Successful administrative experience in school leadership in an early childhood and/or elementary school setting
- Current knowledge of educational best practices
- 7 or more years highly successful experience as a teacher, in an early childhood and/or elementary school setting
- Ability to communicate effectively both orally and in writing to a wide range of audiences



- Ability to adapt and assimilate to our school's collaborative and dynamic culture and appreciate the host country culture
- Proven skills in strategic planning, international accreditation process preferably AdvancED, and establishing relationships and networks within the international education community
- Proven skills and abilities as a visionary who demonstrates leadership, resourcefulness, flexibility and creativity in identifying innovative solutions
- A strong understanding and experience of general curriculum and current theories and practice of pedagogy and assessment
- A skillful and experienced coach
- Training and experience in the Common Core curriculum
- Ability to conduct productive meetings with collaborative learning focused dialogues
- Ability to establish effective working relationships with staff, students, parents, and community members
- A strong understanding and knowledge of leadership practices in international schools
- Strong attention to detail in documentation

## Application Instructions

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Effective Date: August 2020

Application Deadline: February 10, 2020

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the Metropolitan School Early Childhood Principal search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff.

In one PDF document, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV to [bpfannl@iss.edu](mailto:bpfannl@iss.edu) and copy [awotowey@iss.edu](mailto:awotowey@iss.edu). You will be contacted by Ashley Wotowey 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 Met reserve the right to close the selection process at any time if an ideal candidate is found.**