

## Senior Leadership Executive (Part-time)

Join our dynamic School Management and Operations (SMO) team and be part of the **International Schools Services (ISS)** world-class organization. The **Senior Leadership Executive (SLE)** position is a great opportunity for a passionate individual who is looking to share experience and expertise with one or two schools (as assigned) and stay connected with the educational community. This position allows you to stay connected with school heads and boards/owners and share your wisdom to make a positive difference in international education.

As an **SLE**, you will be assigned to schools to support their development, implement start-up projects, and provide consultation on educational services to ISS and non-ISS schools. You will work alongside the administration, owners or governing board, and a team of outstanding colleagues to deliver management oversight and guidance in practical ways. Leveraging the extensive resources of ISS, your experience will support and develop personnel, programs and plans so that the school continually improves.

ISS is looking for an individual who possesses that unique skill set distinctive to a Head of School to join our SMO team, headed by Dr. Tom Hawkins. One of the most important tasks an **SLE** will undertake is to develop a deep and rich sense of context quickly and accurately for an assigned school. This is like the transitional activity a new Head of School undertakes during the first months of any new assignment. A key difference for an **SLE** is that he or she is not located at the school and so must depend on other informational assets to develop the context, but he/she is expected to visit the school/s once to twice per school year.

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. It's all about making a world of difference. As a leading nonprofit organization in international education, ISS promotes innovative best practices for global education.

Salary range is commensurate with experience and complexity of assignment. Typical **SLE** load would be 5-15 hours per week during the school year.

### **Location/Hours**

This **part-time position** is, by design, a remote work assignment. Work hours are flexible but need to align with the rest of the SMO team and assigned schools as required. Virtual meetings with SLE/SMO team and VP, as well as assigned schools, is required regularly. On-site visits are typical once to twice per year to schools and once per year to Princeton (ISS home office). Attendance at the annual Summer Ed Leaders Conference in Princeton is required. Potential for on-site consulting with ISS is also part of the opportunity for this **SLE** position.

### **Duties and Responsibilities**

#### ***Serve as a SLE for assigned schools:***

- Assist in the preparation of all core written documents including company contracts, teacher agreements, and site personnel policies.
- Report regularly to ISS and the client company/organization on the "state of the school".

- Assist in the recruitment, screening, hiring, supervision and mentoring of Head of School for assigned schools.
- Assist Head of School, as requested, with school programs, community/parent relations and client relations, development of individual school policies, procedures, and curricular issues, accreditation efforts, procurement of resources and materials for school program.
- Review and approve expenditures of school administrators and teachers where applicable.
- Participate with Head of School (and client sponsors as appropriate), in any discussions and decisions relating to the hiring of new staff, staff dismissal and non-renewing of contracts.
- Assist the Head of School, as needed, with the recruitment and screening for staff vacancies, and the hiring of new staff for the school.
- Assist the HR Department as needed in the orientation of new ISS teachers.
- Develop, with the Head of School, an approved annual budget for the school.

***In assigned start-up situations, in conjunction with the on-site administrative staff or personally if no staff exists:***

- Develop and implement a start-up task list and timeline.
- Modify, as needed, ISS start-up templates to develop all site-specific documents and procedures needed to operate a school (Handbooks, policy manuals, report cards and reporting systems, admission forms, health forms, field trip forms, school website, etc.)
- From ISS start-up curriculum templates, provide an initial educational program that includes a written curriculum reflecting appropriate scope and sequence of content, skills, and assessment methods.
- Identify and order all educational materials and supplies.
- Develop and execute a staffing plan and an on-going professional development plan for administrators and teachers.
- Recruit all professional and support staff (as needed).
- Develop and implement a marketing plan and admissions protocol.
- Develop and monitor a plan for school improvement for the school.

***SLE will normally make one or two site visits per school year:***

- Perform a focused quality assurance review of the school program, climate, instruction, student learning, finances, sponsor satisfaction, etc.
- Visit classes, school events, and activities and observe teachers teaching as time permits.
- Examine school facilities in relation to safety, spatial needs, adequacy of space and resources.
- Meet with sponsor representative to provide information on the quality of the school and solicit feedback on perceived level of sponsor's satisfaction.
- Meet with parents individually or in groups when on site. This may include attending receptions to get to know parents, meeting with them to report on educational developments, meeting individually with parents as requested.
- Help resolve conflicts on site as appropriate.
- Meet with individual staff, as requested, regarding future employment with ISS or to discuss other professional and personal concerns.
- Inform/update school administrators and staff on the status of ISS operations.

### **Education and Experience:**

- Minimum of five years' experience in overseas education as Head of School/Director required.
- Demonstrated experience in budget management and demonstrated experience in formulating budgets and business plans preferred.
- Good working knowledge of international education.
- Experience in educational consulting, project management, school start-ups, governance work with school boards and Boards of Directors/Trustees preferred.

### **Desired Skills and Attributes:**

- Strong oral and written communication skills.
- Capacity to work independently and remotely.
- Ability to travel and adapt to different cultures and corporate climates.
- Must possess demonstrated capacity for leadership.
- Willingness to make and accept responsibility for decisions and actions.
- Must be able to inspire a high level of confidence and trust.

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>

**To apply**, please submit in one PDF the following to [SMOhire@iss.edu](mailto:SMOhire@iss.edu)

1. Letter of interest in the post (no more than 1 page)
2. Curriculum vitae/resume (no more than 2 pages)
3. List of 3-5 confidential supervisory references (name, title, school, email, phone) to be contacted only in event of finalist consideration (references will not be contacted prior to approval by applicant)

**Preferred deadline: February 4, 2024** prior to the AAIE conference in New York City. Greg Smith and Tom Hawkins will be at AAIE for initial conversations/interviews.

**Start Date: August 1, 2024**