

Leadership Search



Founding Principal
(Head of School)
STS International School, Sun Valley
Dhaka, Bangladesh

Application Deadline: April 29, 2022
Preferred Start Date: June 1, 2022

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

The Position

Overview

STS Group, one of the largest corporate groups in Bangladesh, came into being in 1997 with a mission to provide international standard healthcare and education with the participation of accomplished local & foreign entrepreneurs. Their 3rd upcoming new school is STS International School, Sun Valley. The Sun Valley School seeks a founding principal for a brand-new school in Dhaka, Bangladesh.

Sun Valley will be a Cambridge Curriculum School hosting students up through Grade 8 for the first year and then upgraded yearly through grade 12 as per the standard affiliation process. This will start during the 2023-2024 academic year.

Reports

The founding Principal of Sun Valley will report to the Board of Directors.

Duties & Responsibilities

Overall, in charge of Academics, Administration, Sports, Co-Curricular activities, HR & Admissions

Key Responsibilities & Strategy:

- Partners with the Board of Directors and the STS CEO to set short and long-term strategic objectives
- Actively embodies, manifests, and advocates for the mission of the school
- Articulates and communicates the vision for the school and its future to internal and external stakeholders

Educational Leadership:

- To facilitate, develop, articulate, implement learning that is shared and supported by the school
- Implement, articulate, and support the guiding statements, including high-quality teaching and learning as defined by the school
- Infuse the learner profile into daily practice, pedagogy, and celebration
- Create and implement structures that enable optimal student success, including student monitoring, discipline, and support processes
- Report to the community, including the Board, Faculty, and Parents, on progress in the school, and the development and implementation of a school strategic plan
- Share essential information with community members through publications (Weekly News, Principal's notes, etc.), informal and formal means
- Create a physically and socially safe environment to promote optimal student learning
- Establish a professional rapport with students and with staff that has their respect

- Display the highest ethical and professional behavior and standards when working with students, parents, and school personnel
- Notify the Board, CEO, and appropriate personnel and agencies immediately when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or students appearing to be under the influence of alcohol or controlled substances
- Keep the Board and CEO advised of employees not meeting their contractual agreement

Administration:

- Research and collect data regarding the needs of students and other pertinent information, including the collection of detail regarding the sacraments students have received or are preparing for
- Conduct meetings, as necessary, for the proper functioning of the school.
- Establish and maintain an effective inventory system for all school supplies, materials, and equipment
- Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and temperature
- Assume responsibility for the health, safety, and welfare of students, employees, and visitors
- Develop clearly understood procedures and provide regular drills for emergencies and disasters
- Maintain a master schedule to be posted for all teachers. Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school)
- Maintain visibility with students, teachers, admin staff, parents, and the Board
- Communicate regularly with parents, seeking their support and advice, to create a cooperative relationship to support the student in the school
- Ensure an efficient system of evaluation, internal exams, and remedial teaching
- Complete in a timely fashion all records and reports as requested by the Board and CEO
- Maintain accurate attendance records
- Maintain and account for all student activity funds and money collected from students
- Communicate with the Board and CEO regularly about the needs, successes, and general operation of the school
- Establish procedures for safe storage and integrity of all public and confidential school records
- Ensure that student records are complete and current
- Protect the confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
- Attend required committee meetings (e.g., fund-raising, curriculum, etc.) and extra school-sponsored functions and events.
- Perform any duties that are within the scope of employment and certifications, as assigned by the Board and not otherwise prohibited by law or in conflict with contract

Curriculum

- Oversee the development of the Curriculum Committee and keep the Board and CEO apprised. Provide regular student grade and behavior reports to parents
- Nurture both students and teachers to achieve their greatest potential academically and spiritually
- Provide an atmosphere of piety, obedience, and charity throughout the school day
- Be responsible for overseeing the marketing and admissions of the School
- Oversee results and examinations. Ensure that HODs are holding regular faculty meetings
- Ensure that the libraries are being run smoothly by the Librarians
- Enforce uniform policy and appearance policy to ensure the school environment is focused on academic achievement
- Provide and supervise safe recreation and play periods for the students
- To ensure that the School is well-equipped with the required material and resources
- To ensure that regular Professional Development programmes are organized for the staff/teachers.

Skills, Experience, & Attributes Sought

- Knowledge of Cambridge affiliation
- Internationally minded and culturally sensitive, with a commitment to developing global citizenship and community action
- Possess excellent communication and collaborative skills
- Be a strategic thinker with a growth mindset
- Have a strong record of learning, achievement, and leadership
- Have experience in new schools of building and leading a collaborative community
- Be innovative and creative in applying current research as to how children and adults learn and develop best
- Have extensive experience of curriculum development, programmes of study, and assessment methods, and be innovative and creative in applying them in practice
- Have an innovative and creative approach to international school leadership, based on best current practice
- Have an excellent command of spoken and written English

Academic & Professional Qualifications

- Advanced degree in educational leadership, school administration, or related field (Master's or Doctorate Degree) preferred
- Extensive experience in education, management, and leadership
- Previous Head of School and/or Deputy Head experience
- Significant leadership experience in education, with a deep understanding of best practices, innovative pedagogy, and challenging academic programs
- Previous prior experience with building, expanding, and/or relocating a school

- Exceptional interpersonal skills and the ability to communicate effectively with prospective families, current families, teachers/staff, students, and community members Leadership approach that empowers teachers and staff to accomplish goals

Salary & Benefits

The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate.



Application instructions found on the final page of this announcement.

Application Instructions

Preferred Effective Date: June 1st, 2022

[Application Deadline: April 29, 2022](#)

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the Sun Valley School search. She will be assisted by members of the ISS Administrative Search Team.

Instructions for Former Candidates

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit, here is the [link](#) to get started. You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply to this position:

[Sun Valley Founding Principal](#)

Instructions for New Candidates

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. **There is no fee to apply for this position.**

Once you are logged in, please select the following link to apply to this position:

[Sun Valley Founding Principal](#)

Instructions for ISS EDUrecruit Candidates

If you already have an ISS EDUrecruit account, [here](#) is the link to login.

Once you are logged in, please select the following link to apply to this position:

[Sun Valley Founding Principal](#)

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step in our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles. As such, **we request the resume and cover letter you upload to your candidate profile not include your photo. ****

Our considerations:

- International Schools Services (ISS) is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.

- Hiring is contingent upon a successful background check and the ability to secure and maintain the appropriate work/residency visa.

Applicants are asked to apply as early as possible, as International Schools Services (ISS) and Sun Valley School reserve the right to close the selection process at any time.

Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.

** 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. You can read more about our commitments [here](#).