



High School Principal
Walworth Barbour
American International School in Israel
Even Yehuda, Israel

Deadline: August 30, 2018

AIS at a Glance

Established under the auspices of the American Embassy in 1958, The Walworth Barbour American International School in Israel (AIS) is an independent, co-educational international school offering an American program leading to a US high school diploma for students in Pre-Kindergarten through 12th Grade.



With a current enrollment of approximately 600 students representing more than 40 nationalities, AIS Israel is a diverse and vibrant community. Approximately 35% of students are American, 40% from countries all over the world, and 25% from Israel. AIS families come from more than 20 nations, with substantial representation from the diplomatic community, multinational corporations, and non-governmental organizations. The school also maintains ties with a sister campus, the Jerusalem American International School, which enrolls around 90 students in grades K-8.

The state-of-the-art main campus was opened in 2007 on 19 acres (77 dunams) in the town of Even Yehuda, a residential community approximately 20 kilometers north of Tel Aviv. The purpose-built campus includes separate classroom buildings for each division, as well as a performing arts building with 400-seat auditorium, full gym, cafeteria, library and media center, athletic fields, tennis and basketball courts, and an Olympic-sized swimming pool.

AIS is accredited by the Middle States Association of Colleges and Schools (MSA). In 2008 AIS was awarded the International Credential, and re-accreditation was awarded in 2016.

Guiding Principles

In May of 2018, after a year-long development process involving the entire community, the AIS Board approved a new Mission and Vision Statement.

MISSION

Our mission is to educate and prepare students for engagement in a changing world.

VISION



Learning

Our students will pursue excellence through a high-quality international curriculum which is inspired by best practices in the United States and other nations. They will learn through experience; master essential skills and concepts; and acquire the skills and habits of mind they'll need to become critical thinkers, strategic problem solvers, and insightful researchers.

Character

We will develop students who are reflective and curious learners; resilient, persistent and adaptive achievers; and responsible and compassionate citizens. Our students will cultivate personal motivation and passion for learning; set challenges for themselves; develop empathy for others; and find ways to make a positive difference in the world.



Community

We will create and maintain an inclusive learning community which celebrates diversity; values effective communication and supportive collaboration; fosters enduring relationships among students, teachers, and families; and builds bridges of understanding between cultures.

Message from the Head of School

Joyous. Connected. International. These are some of the words that describe the Walworth Barbour American International School (AIS.) Despite the mix of more than 40 different nationalities and annual student turnover of around 30% per year, the feeling is one of family.

There are numerous reasons for this. In the realm of international schools, AIS Israel has an exceptionally stable and experienced faculty. Comprised of internationally recruited teachers who come (and tend to stay) and anchored by local American and US-trained faculty who have made Israel their home, our teachers are at the heart of our success.

Each year, AIS invests considerable resources in attracting and retaining the finest teaching staff. With generous professional development allowances, AIS teachers take advantage of on-site training, external conferences and workshops, and advanced degree programs of study. Because of their recognized expertise, AIS faculty members are often sought to present at various professional education conferences.

Equally vital to our success is the active participation of an engaged parent community. From providing strategic leadership on our School Board to volunteering in classrooms, chaperoning field trips, and serving on key committees, the work of our parents is indispensable. Parent leadership has been at the heart of such community-building events as International Day, Earth Day activities, and Halloween. The bonds that parents forge through active participation at school often make overseas tours easier while creating opportunities for families to broaden their own cultural horizons.

But most importantly, AIS faculty and staff love working with students in an international setting. It takes a special sensibility to be able to effectively guide a group of culturally diverse young people through a challenging course of study. Our expectations are high – both for ourselves as educators and for the students and families who make up our vibrant learning community.

Joyous, engaged, connected, international. It's the true profile of AIS Israel.

Mike Downs

Head of School

Academics

The Walworth Barbour American International School is an independent private school located just north of Tel Aviv. AIS delivers a strong college preparatory program that captures the mission of the school. This commitment is evidenced throughout our curricular program.

AIS believes in the importance of designing a program that provides essential learning experiences for its students. The curricular program empowers students to become self-directed and curious



learners who recognize their unique role in demonstrating responsibility and compassion. The student experience builds personal capacity to develop resilience and persistence so that learning opportunities are approached with adaptability and flexibility. Students engage in the program as critical and creative thinkers, solving problems innovatively and creatively. Students seek collaborative opportunities and use the power of words to skillfully communicate ideas, perspectives, and understandings.

AIS follows an American curriculum with instruction in English. The curriculum is associated with well-developed and rigorous standards including the Common Core, C3 Framework for Social Studies, Next Generation Science Standards, and the Teachers College Reading & Writing Program. These standards reach into each discipline and target core academic skills and learning principles, developing a strong foundation in the core disciplines and providing strong experiences in the visual arts, performing arts, and physical education. Each division invests in the curriculum to ensure that the student experience is meaningful and challenging, culminating in the high school with options to enroll in our Advanced Placement (AP) program, including the new AP Capstone Program.

The teaching staff at AIS includes seventy-five certified teachers who all hold degrees from well-respected institutions from around the world. In addition to our teaching staff, AIS has a Head of School, Director of Teaching and Learning, three building principals and four counselors. The High School employs two of the full-time counselors, one for grades 9-10, and one for grades 11-12.

After studying at AIS, students can navigate the world with a sense of wonder, responsibility, and proficiency.

Preschool

The Walworth Barbour American International Preschool is a place where memorable beginnings are crafted. With a foundation built upon the Reggio Emilia Approach, a uniquely progressive educational philosophy, AIS respects children as competent and integral members of the community. Our highly experienced and qualified faculty facilitates learning through an experiential educational approach. Students learn and create via their senses, thereby exploiting their intrinsic curiosity and planting the seeds for future academic success.



As they become increasingly independent, make their own choices and realize at an early age that their actions do make a difference, this sense of ownership and self-direction will blossom into a life-long love of learning, increase their self-confidence, and build relationships that resonate beyond the classroom.

We believe each child has an innate disposition for learning and a natural curiosity that is intentionally and carefully nurtured. Teachers implement the curriculum through keen observation and ongoing reflection of the children's interests and needs. Through project-based learning, children are encouraged to be creative thinkers and original problem solvers.

The AIS Preschool strongly values working in close partnership with families while respecting each child's natural intelligence. In doing so, we ensure strong foundations are built during the early stages of development.

Elementary School

The Elementary School program at the Walworth Barbour American International School is designed to equip every child with the essential learning skills in order to become a responsible and contributing member of the community. Mathematics, Language Arts, Social Studies and Science are the foundations of the school's academic program. Additional opportunities allow children to express themselves creatively through Art, Music and Physical Education. Technology and Media Literacy is embedded throughout the K-5 curriculum.

Teachers utilize a variety of strategies designed to enrich each student's experience. All classes participate in field trips linked to curriculum. School traditions include holiday celebrations, assemblies, sports, concerts, and publishing parties.

Special services offered in Grades K-5 include support for students with mild learning disabilities and counseling services. Formal instruction for English Language Learners (ELL) begins in kindergarten.



Dedicated faculty provide an excellent education that challenges and inspires our students. The curriculum reflects the best of what is known about elementary education. The active and supportive parent community has been instrumental in assisting us to provide a program of the highest quality.

And most importantly, we have incredible children who come to us from diverse backgrounds and experiences who share a common joy of learning.

Middle School

The Walworth Barbour American International School features a Middle School that serves students in the sixth through eighth grades and is characterized by its high standards of academic excellence, while meeting the unique social and emotional needs of the adolescent learner.

The AIS learning environment fosters a sense of caring and sets the stage for achieving high personal learning standards. It is important that every child feels a sense of belonging and part of a community. Through the Buddy Program, new students gain confidence in their new surroundings, even before the first day of school. In addition, social events foster new friendships

that carry over the course of the year. In the fall, the Week Without Walls program solidifies this sense of belonging.

The core academic program consists of middle and high school level math courses, lab-based sciences, integrated humanities, and the choice of modern languages (French, Spanish, and Hebrew). This core program is supported by strong performing and visual arts and physical education programs. Students also participate in exploratory course work and a wide variety of extracurricular activities, ranging from inter-school sports to dramatic productions.



The Middle School's 1:1 Laptop Program reflects the school's commitment to providing 21st Century learning opportunities. Each classroom is equipped with a SmartBoard, Apple TV, and LCD Projector. Teachers and students regularly engage in technology to research particular events, design visuals to reveal new understandings, produce videos to capture a big idea, and communicate understanding to peers and teachers in real-time.

Students regularly participate in activities and service programs that promote stewardship and responsibility within the local and global community.

High School

The high school at Walworth Barbour American International School is a special place that provides fertile ground for students to grow and mature. Their experience here lasts a lifetime as attested to regularly by our graduates.



The high school experience at AIS incorporates the best of the American system of education with an international focus. It provides students with a global perspective while ensuring that the elements of a strong liberal arts education promotes an understanding of the world from multiple perspectives and modes of thinking.

Providing students with an option of up to 15 Advanced Placement courses ensures that they have the opportunity to study a variety of subjects in depth and at the university level. In 2017-18, the AP Capstone program was added to the roster of AP offerings. In addition to the rigors of AP study, the program provides opportunities for deep research and argument-based writing in an interdisciplinary format. Students can also pursue interests in the arts to a level that prepares them for a university major in fields such as studio art, musical drama, and photography.

Intellectual, personal, and social growth best describes the primary goals we have for students. AIS affords each student the maximum opportunity to develop close, personal relationships with members of the teaching staff. Two highly trained full-time counselors ensure that students receive what they need in terms of support and guidance as they navigate through adolescence and select and work toward their future goals.



Creativity, research, and critical thinking are infused into the academic program throughout all four grades. Each year students write a major research paper. Students in 12th Grade are required to demonstrate their research, writing, and competencies associated with these skills through the course Senior Project.

The rich co-curricular program promotes the school as the focal point for student life outside school hours. Popular activities include varsity teams in ten sports which compete in the International Schools Sports Tournament league (ISST); an active and popular Model United Nations program; a Robotics Club which has excelled in local and international competitions; and GAIA, an environmental club with a focus on research, fieldwork and community service.

It is expected that high school students will devote some of their time toward the help or betterment of others. Whether within the school or the many opportunities outside the school, AIS students are regularly and actively engaged in service.

Key Features

CAMPUS

The Walworth Barbour American International School campus was completed in 2007 and designed to provide state of the art facilities for today's student. It is located just 18 km. north of Tel Aviv and sits on 19 acres of land. This beautiful campus was designed as purpose-built and includes an impressive eight buildings.

The campus includes a

- Preschool
- Elementary School
- Middle School
- High School
- Cafeteria
- Gymnasium with a double gym, aerobics room and weight room



- Outdoor athletic facilities including a heated swimming pool, four tennis courts, five outdoor basketball courts, and three soccer/baseball fields.
- Performing Arts Building with three art rooms, three music rooms, practice rooms, and a 380-seat auditorium
- Library and Administration Building
- Innovative educational teaching spaces like a nature reserve, butterfly garden, arboretum, greenhouse, learning-space garden, and a hen house.



ENGLISH LANGUAGE LEARNERS

The AIS English Language Learners' (ELL) program is designed to help all students achieve full proficiency in English, which is vital for their long-term social and academic success. AIS provides a safe environment for students to learn by providing a challenging, comprehensive academic English language program while affirming the cultural and linguistic diversity of our students. In 2017-18 a Mother Tongue program was launched and will expand in the 2018-19 school year towards full strength. AIS teachers recognize that language acquisition is a long-term process that requires instruction through listening, speaking, reading multi-cultural texts and writing tasks across all curricular areas. International Consultant Dr. Virginia Rojas will provide on-campus



workshops in support of English language learners for all faculty during the 2018-19 school year. Students' educational background, first language knowledge, their learning and cognitive style together with motivation and personality all influence the rate of acquisition. With interdisciplinary teamwork and a shared commitment, the ELL Department strives to advance the literacy practices of every English language learner.

ELL students are identified and evaluated when they apply to AIS. They are assigned a proficiency level, then appropriate support is provided to help them develop the language skills necessary to be successful in their program of studies. ELL instruction focuses on oral communication, expanding vocabulary, increasing reading comprehension, writing skills, and learning strategies. When an ELL student masters appropriate grade-level content and demonstrates an advanced level of English proficiency, they are fully integrated into the mainstream classes.

RESOURCE CENTER

The AIS Special Education program focuses on mainstreaming students with mild learning disabilities through provision of Resource Center remediation and support. Diagnostic services,

based on testing and classroom observations, are used to determine a student's strengths, weaknesses and learning styles. Resource Center teachers collaborate with classroom teachers to implement appropriate teaching strategies, accommodations and modifications for students. When possible, the RTI (Response to Intervention) approach to early identification and support is used.

The AIS Special Education program is based on the following beliefs:

- Children with diagnosed mild learning disabilities can benefit from the AIS educational program and are entitled to Resource Center services.
- In keeping with the philosophy of the school, students with special learning needs participate to the greatest extent possible in the mainstream program. At the elementary level, services are delivered through remedial instruction (methodology that addresses academic and behavioral deficits via a direct, systematic and multi-sensory approach). At the Middle School and High School levels, services are delivered by integrating skill instruction within the content presented in mainstream classes.
- In order to be eligible to receive Resource Center services, a student must have a current psycho-educational evaluation, administered by a qualified professional, and be diagnosed with a mild learning disability.
- The Resource Center program places an emphasis on students' development and internalization of academic skills and behaviors that will allow them to function successfully in the school setting and beyond.

COUNSELING DEPARTMENT

The counseling program at AIS is a support service designed to proactively and responsively enhance the educational experience of all students. From the day a new student and family arrive



on campus, the counselor coordinates and implements the process of planning for, monitoring, and insuring the successful educational experience of each child. The goal is to support the "whole child" by addressing the academic, social and emotional needs of each student. Given the right tools and support, the counselors believe that students can succeed in all of these areas.

The counseling department consists of four full time counselors: an elementary school counselor, a middle school counselor, and two high school counselors (one for grades 9 and 10 and one for grades 11 and 12, with the latter also serving as the college counselor). Counselors meet with students on a regular basis in groups and individually. The counselor serves as a resource to teachers, parents and administrators in understanding the needs of AIS students. Due to the multicultural and transient nature of the student body, an important function of the counselor is to

familiarize students and parents with the American system of education and facilitate their successful transition.

AIS BOARD

The AIS School Board is comprised of seven members, four of whom are required to be affiliated with the US Embassy and three of whom represent other elements of the school community. One of the seven board seats may be filled by a person who is neither a parent nor a guardian of a registered AIS student. The School Board meets regularly and has general policy-making authority, with very specific responsibilities for the financial planning of the school.



Candidate Board Members representing the American Embassy shall be selected by appointment by the US Ambassador or his/her designee. Candidate Board Members representing the Community shall be selected by appointment by the existing School Board.

Vacancies that arise in the membership of the School Board between elections or appointments will be filled by majority vote of the School Board on the candidate nominated by the chairman or chairman pro-tem.

The School Board's major responsibilities are in the areas of finances and strategic planning including:

1. Approving a detailed budget and any budget modifications.
2. Hiring of the Head of School.
3. Supporting role in negotiating the teacher's contract.
4. Oversight of the planning and execution of all major capital improvements in the school.

PARENT COMMUNITY

Parent Teacher Association

The Parent Teacher Association's most important role is fostering and developing community at AIS. The PTA organizes various community events throughout the year, including a Back to School Dinner, Halloween Trick-or-Treat in October, Teacher Appreciation Day in April, and International Day in May.

In addition, the PTA Executive Committee serves as a liaison between parents, teachers and the school including:

- meeting with the principals
- organizing volunteers to help with plays, shows, concerts, class parties and class trips
- maintaining contact with faculty at monthly meetings
- welcoming new families at the beginning the school year
- organizing get-togethers and events.

Parent Outings

For parents who are new to Israel or are looking to expand their social circle, AIS facilitates trips to museums, galleries, and other places of interest.



ATHLETICS

The mission of the AIS Athletic Department is to provide opportunities for all middle school and high school students to participate and experience the benefits of sports while being part of a team. Our sports program is inclusive and competitive.

Athletics as an extracurricular activity is an integral part of our students' education and growth at AIS. Through participation in athletics, students learn skills and go through a process that challenges them physically, emotionally and socially. They learn to take responsibility for personal growth by developing integrity, commitment and perseverance.

Our department strongly believes that everyone is an athlete— therefore AIS does not hold tryouts or limit participation. Everyone is welcome to join the team and be part of the experience. Our teams compete locally and internationally in the International Schools Sports Tournament (ISST), comprised of 23 international schools based mostly in Europe.

AIS has a strong and dedicated coaching staff who are not only instructors of the sport, but teachers of character and development. They strive to ensure that each student has a challenging and fun experience during their respective sports season, while not losing sight of their academic mission.

Students develop values such as time management, goal setting, work ethic, leadership and sportsmanship. Combined with a healthy lifestyle, these values build character and prepare graduates for success beyond AIS. The most important lesson that we impart is to never give up.



ARTS

The Walworth Barbour American International School has perhaps the strongest Visual and Performing Arts program in Israel. From the elementary school music class to Advanced Placement Studio Art, there are incredible opportunities for students during school. Play in the band, sing in the choir, or act in the school musical. There are also after school activities for artists, actors, and musicians at the elementary, middle and high school levels. There is something for everyone at AIS.

The Music Program features full instrumental (grades 5-12) and choral (grades K-12) programs, including individual and group instrumental and vocal lessons. Visual arts features instruction in multiple mediums. The Drama Program features acting classes as well as the production of plays and musicals.

Students of all backgrounds and levels are welcome and encouraged to explore their artistic side.



AFTER SCHOOL ACTIVITIES

Mostly catering to middle school and elementary school students, the After-School Activities Program features science, sport, movement, music, and arts. Most programs take place from Monday through Thursday, with Sunday off-campus courses like sailing, surfing, and horseback riding.

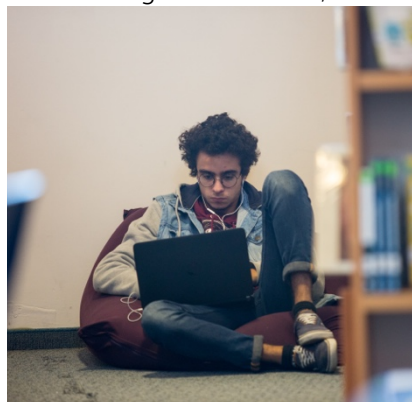
Sample activities include arts and crafts, chess, dance (jazz), drama, fashion accessories, design, horseback riding, karate, musical instruments (piano, guitar, drums, cello, flute, clarinet, recorder), orienteering, paper mâché, pottery, sailing, surfing, swimming, tennis, and voice lessons.

TECHNOLOGY

The Walworth Barbour American International School believes that technology is a tool to improve teaching and learning, and to develop critical thinking skills. All AIS students achieve a high level of technology literacy as it is integrated into the curriculum whenever feasible and constructive.

Classroom equipment is not only at the highest quality level but is also utilized to its full potential with the support of the technology department. Every classroom at AIS is equipped with digital HDMI projectors that are capable of streaming content from a centralized digital database, as well as directly from teacher and student devices. Elementary and middle school students are provided with iPads or MacBooks, while high school students are part of a bring-your-own-laptop program for their studies.

AIS supports learning and home-to-school communication through a variety of information systems such as GoogleApps, PowerSchool and Moodle, though Moodle is being phased out after the 2018-19 school year. These applications allow efficient schoolwide communication between teachers, students and



parents. Students display their work on blogs and can find their assignments and class notes online as well as additional resources to enhance their learning.

With a combination of effective practices and knowledgeable guidance, AIS provides a leading education through seamless technology integration.

OUTREACH

At AIS, we expect, teach, and facilitate our students to be global citizens. To support that goal, the school as an institution views itself as part of both the local and global community. The school is constantly holding events and fundraising for local and international charities and individual families. We host and support invitationals that bring together diverse communities from both Israel and abroad.

Students at the elementary, middle, and high school levels often take part in service activities or fieldwork which is connected to the curriculum. Teachers seek to develop units with authentic links to the local and global community and use these connections to boost engagement and make learning more relevant for students.

For our neighbors, we offer membership to our school library, facilities rentals, the opportunity for children to learn English on Sundays, camp during the summer, and trick or treat in October. AIS is also an official testing center for the SAT and ACT, which is open to any student in the nation who registers.

AIS takes its role in the global and local communities very seriously. We hope that we ourselves live up to the values that we teach our students.



SCHOOL VIDEOS

[WBAIS - Beauty in the World](#)

[Teaching at AIS](#)

[Students of AIS](#)

[Can't Stop that AIS Feeling](#)

Position Overview

The Position

The High School Principal is the educational leader of the AIS High School (grades 9-12) and is responsible for all aspects of the division's operations. S/he serves on the senior leadership team and the principals group, as well as other leadership bodies as needed. His/her specific responsibilities include the following:

- Maintaining congruence between the AIS mission and all aspects of the high school division.
- Acting as the educational leader of the division, responsible for its day-to-day operation, directing the activities of the members of the instructional team and the non-instructional staff in the performance of their duties.
- Serving as chief articulator of the high school program, associated expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed, consistent with their individual roles.
- Observing, supervising, and evaluating faculty in the development and implementation of the curriculum, and reviewing and evaluating teacher performance.
- Providing an orderly, safe learning environment and a school climate that is positive and supportive.
- Ensuring compliance with legal requirements of government regulations and those agencies that examine and accredit the school.
- Making recommendations to the Head of School regarding the hiring and assignment of faculty.
- Establishing programs for the orientation of new teachers, for in-service training of all high school teachers, and to ensure that teachers are familiar with and adhere to school policies and practices.
- Overseeing the coordination of the co-curricular and extra-curricular activity programs of the high school; assisting in the planning and the presentation of school assemblies and programs; assisting in maintaining a comprehensive calendar of school events; keeping all constituents informed of various school programs and activities.
- Providing for the academic guidance of students and ensuring the maintenance of complete academic records on all students.
- Overseeing teachers' grading practices and promoting best practices in standards-based assessment and reporting.
- Establishing guidelines for proper student conduct and maintaining student discipline consonant with school policies.
- Being a visible presence in all areas of the school; keeping the Head of School and leadership team informed of the general programs and activities of the school.
- Preparing a master school class schedule and assigning teachers and students to classes and other duties.
- Serving as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.
- Assisting in the admission process for the testing, interviewing, and evaluating of student applicants for enrollment.
- Supporting the school and its leadership.
- Performing other duties as assigned by the Head of School.

Experience

The ideal candidate possesses at least three years of successful experience as a school principal. He or she also has deep and successful experience in the following areas:

- Building consensus and managing change in a complex cultural environment
- Effectively using data or feedback for school improvement
- Effectively using or introducing AP and IB curriculums
- Promoting of best practices for supporting special-needs students
- Promoting of best practices in supporting the needs of English Language Learners
- Helping students, teachers and parents to discuss challenging or sensitive issues
- Promoting a compelling and informed vision of high school education and career preparation in the 21st Century, with an emphasis upon inquiry and deep learning
- Promoting student voice, engagement, motivation, and leadership skills
- Effectively and consistently enforcing policies or rules and making clear decisions
- Promoting adult development, including staff mentoring and supervision, professional development, and parent education
- Successfully recruiting and retaining teachers in an international environment
- Working with a mixed faculty of both locally hired and international teachers

Knowledge Base and Attributes

The successful candidate will also possess a deep range of knowledge and attributes related to effective school leadership, including:

- Exemplary communication skills in all formats, including written, spoken, presentational and social media, and ability to promote transparency in decision making process
- Ability to frame and communicate a clear and compelling instructional vision
- Deep and up-to-date knowledge of effective leadership and instructional practices, including standards-based grading and formative assessment
- Commitment to working as part of a K-12 administrative team, and to helping build connections between school divisions
- Strong knowledge of current affairs generally and the Arab-Israeli conflict in particular
- Open-mindedness and flexibility, as well as an ability to foster creative solutions to problems
- Willingness to collaborate
- Self-confidence coupled with humility
- Sensitivity coupled with emotional resilience
- High social and emotional intelligence, ability to listen and empathize
- A student-centered outlook, with a demonstrated capacity to honor and celebrate student work and achievements

SALARY & BENEFITS

Competitive and commensurate with leading American International Schools

Application Instructions

Effective date: August 1, 2019

Application Deadline: August 30, 2018

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the Walworth Barbour American International School in Israel High School Principal search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is August 30, 2018. However, ISS and the AIS Search Committee reserves the right to conclude the search at any point in the process when a successful candidate is identified.

Semifinalist candidates will be identified by ISS and their dossiers will be forwarded to the search committee. All candidates for this position must have a current ISS profile to ensure that credentials are provided in a uniform and consistent manner. There is no fee associated with this application.

Steps to apply: Follow the instructions below to create your quick ISS administrative profile

Current ISS candidates:

- 1) Draft a formal letter of interest (cover letter) specific to this position no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position.
- 2) Attach your updated CV
- 3) Save your letter and CV in PDF format
- 4) Submit via email to Dr. Beth Pfannl (bpfannl@iss.edu) and copy Ashley Wotowey (awotowey@iss.edu). **Please only submit the required letter, all supplementary materials should be uploaded to your online documents portfolio via your ISS dashboard
- 5) Upon receipt of your letter, you will be recorded as a candidate, and your ISS file will be sent to Dr. Pfannl

New & Returning ISS candidates:

- 1) Complete the steps above to submit your formal letter of interest and CV
- 2) Create or update your ISS file by completing the online ISS application. When you reach the Payment Page, find the field labeled "Coupon Code" and type in **2018ISSAdmin** to waive your membership fee. Your application will be reviewed by the ISS team to make sure all the necessary information is present. This process can take several days, depending on the time of year. **Please email Ashley Wotowey, Administrative Search Coordinator, if you need assistance: awotowey@iss.edu.
- 3) Begin to build your professional dossier. Upload supporting documents (certifications, educational philosophy, current resume, and open letters of reference) through your ISS candidate dashboard.
- 4) File Activation. Once your confidential reference forms have been received and your file is "active" your file will be made available to Dr. Pfannl and the search committee.

ALL Candidates:

This search requires that (at minimum) the following materials be uploaded to your ISS online portfolio: Educational Philosophy/Leadership Style and Current CV/Resume (under 2 pages).

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and AIS reserve the right to close the selection process at any time if an ideal candidate is found.