

# **International School of Ouagadougou**

## **Director/Upper-School Principal**

### **One-year Interim with option to extend**



The ISO Board of Trustees is seeking a combined School Director and Upper-School Principal to preserve and support ISO's special strengths and to lead the school into the future, focusing on the following:

#### Excellence in Education

- Lead ISO to continue to attract, retain and develop excellent teachers.
- Lead ISO staff to continue to develop, improve, successfully implement and document the written curriculum.
- Lead ISO staff assessment of student learning to ensure ISO students reach or achieve grade-level benchmarks.
- Lead Middle States Association (MSA) Re-Accreditation process.
- Lead successful beginning of the International Baccalaureate® program at ISO.

#### Strategy and Growth

- Lead the ISO Board in the development of a future focused strategic plan.
- Lead the ISO faculty in the ongoing Institutional Review Board (IRB) process.
- Manage finances to retain a solid, healthy financial status.
- Manage existing ISO property and plan for sustainment and growth of educational facilities.

#### Community

- Lead ISO Board, parents, and staff to continue to foster and develop the strong sense of community, which is important to everyone at ISO.
- Lead ISO to continue to maintain enrollment and seek growth opportunities.
- Represent ISO at the Association of International Schools in Africa (AISA).

## **Qualification and Experience**

The school seeks a Director/Upper-School Principal who is:

- Motivated, experienced, and skilled in meeting the challenges described above.
- An experienced and knowledgeable educator, with an M.A. degree, administrative credential, and an excellent record of success in previous positions of school leadership.
- A passionate leader to inspire staff, students, and families in a small (160-200 student) Pre-K to Grade 12 school setting.
- A leader who has previous experience working at an IB school.
- A strategic manager and an inspirational leader.
- A leader who is fair, objective, honest, and ethical.
- A leader who is open-minded, flexible, and resilient.
- An administrator with a record of proven success in recruiting and retaining excellent teachers, leading change processes, and managing finances.

- A leader who has knowledge and abilities to work with his/her educational team and communities to attract and serve the growing demand for international education.
- An administrator with experience leading schools in countries operating with security constraints.
- An administrator with working experience in Africa, ideally in West Africa.
- Excellent written and spoken English and, if possible, a strong level of French fluency.

## Terms and Conditions

An initial one-year contract is offered. The salary, benefits and terms of contract will be commensurate with the qualifications and experience of the candidate. An option to extend one, two or three years is included in the initial contract.

*Note:* ISO is a highly welcoming community, the Board and staff are serious about quality education, and Burkinabe are wonderfully hospitable. It is not surprising, then, that the previous two directors have both extended their contracts beyond the initial terms.

## Procedures for making application

The deadline for applications for the position is November 30<sup>th</sup>, 2019. Candidates are asked to submit a letter of interest and the requested materials listed below as early as possible as the Search Committee reserves the right to close the selection process at any time if the right candidate is found.

The review of files will begin as soon as applications are received. Finalists will be selected by the Search Committee and two or three finalists will be selected as early in the process as possible. Finalist candidates will be invited to Ouagadougou to meet with the Search Committee and the Board for final interviews and to visit the school campus and meet with faculty, parents, students, and non-teaching staff. The new Director/Upper-School Principal will be selected immediately after the conclusion of the school visit, final interviews, and reference checks. The new Director/Upper-School Principal will begin in August 2020.

Candidates should send the information listed below as a single pdf file attached to an email:

- A letter of application, explaining your strengths as a candidate and why you are interested in the Director/Upper-School Principal position at ISO.
- A statement describing your management and educational philosophy, not to exceed two pages.
- A current résumé not to exceed two pages.
- A maximum of three letters of reference (scanned at low resolution) that may already be in your possession.

Total document size should be kept to less than three (3) MB if possible. Applications should be sent to [directorsearch@iso.bf](mailto:directorsearch@iso.bf).

Additional information about ISO can be found on the school's web site at [www.iso.bf](http://www.iso.bf).