



American Embassy School  
New Delhi

# About AES

The American Embassy School (AES) is a not-for-profit, independent international school located in the heart of the diplomatic community of New Delhi, India. Since 1952, AES has served Pre-Kindergarten through Grade 12 students from the United States and other nations (currently more than 50). We provide an exceptional American education with an international perspective. Covering more than 12 acres, AES is more than a school. It is a true community center for the expat population in Delhi.

AES is accredited by the Middle States Association of Schools and Colleges and authorized to offer the IB Diploma. We are also a member of the Near East/South Asia Council of International schools (NESA). We offer a curricular program that is rooted in current educational research, is vertically aligned and articulated, and is standards-based. The academic standards we use to develop our curricular programs are American and internationally based and include the Common Core State Standards (CCSS), American Education Reaches Out (AERO), International Baccalaureate (IB) Diploma Programme and other subject-specific standards. In addition, we emphasize the rich history and culture of our host country, India.

Students and their needs as learners are at the heart of our strong educational program. We provide our students with a challenging, yet supportive learning environment that is differentiated to meet the needs of all of our students. At the American Embassy School, we strongly value the whole-child and research supporting best practices in education. The school's motto, "Enter to Learn. Leave to Serve." reflects the deep commitment to encouraging and supporting student-driven voluntary service.

The school currently serves approximately 1180 students in total.

## Mission

The American Embassy School provides a balanced education defined by a joyful pursuit of excellence in academics, athletics, arts and service. We enable each student to be an inspired lifelong learner and a responsible, compassionate global citizen.

## Core Values

We believe that everyone:

- has intrinsic value
- needs safety, trust and respect
- is responsible for his or her choices
- learns and grows through challenge
- lives more meaningfully when pursuing his or her passions
- thrives in an environment of honesty and integrity
- is enriched by diversity
- is strengthened through service
- flourishes in a community that is caring, collaborative and nurturing
- has the power to create a more peaceful world

## Commitments

We are committed to:

- nurturing the intellectual, physical, social and emotional development of each student
- fostering each student's potential to achieve and to make a difference
- helping students make transitions to, within and from AES
- developing a service ethic and practice
- protecting nature and the environment
- improving student learning through research, reflection and innovation
- practicing transparent and collaborative decision-making while maintaining effective governance

## Middle School Principal

Reporting to the School Director, the Middle School Principal is a steward of the school's mission, values, and commitments. In this capacity, the principal guides and leads the entire middle school - students, faculty, staff and parents - in their journey through grades 6-8. The principal's decisions reflect a deep understanding of the intense physical, emotional and cognitive growth that occurs during this time period.

### Position Responsibilities

1. **Instructional Leadership.** Guides and evaluates professional staff in development and continual review of curriculum and in instructional methodology that enhances teaching and learning by:
  - reviewing and evaluating current programs, beliefs and structures
  - providing necessary time and resources and creating structures to foster staff collaboration on curriculum development
  - working with curriculum specialists in scheduling, organizing and implementing effective programs
  - coordinating professional development opportunities with fellow administrators and with professional staff
  - making data-based and research-driven decisions for continuous improvement of programs
  
2. **Human Resource Leadership.** Assists the Director with the recruitment, selection and retention of staff by:
  - leading staff in upholding high standards of professional behavior and ensuring a safe and secure learning environment for children
  - building and maintaining a collegial and supportive work environment
  - ensuring that all staff receive orientation to enable them to work collaboratively and effectively
  - developing division-wide and individual goals and objectives with professional staff
  - collaborating with staff regarding their professional learning goals and instructional pedagogy
  - ensuring staff receive appropriate and effective performance feedback through classroom observations, individual meetings, and professional learning opportunities
  - monitoring the success of all staff and implementing strategies, when necessary, to support an individual's area for growth
  
3. **Operational and Organizational Leadership.** Manages the resources, including budgetary and human, toward supporting the successful day-to-day operations by:
  - participating in the development, review and implementation of school policies and procedures
  - clearly articulating and communicating guidelines and procedures through the divisional handbook
  - serving on Board committees as assigned
  - creating/maintaining systems and processes that support the work flow of the division
  - scheduling classes and the assignment of responsibilities each school year in collaboration with the counselors
  
4. **Pastoral Leadership.** Guides the admission of students and ongoing care of students throughout their time in the middle school by:
  - setting a positive tone regarding the school's core values and encouraging student commitment to the school's mission
  - working with faculty to support and guide students through a home base/advisory program
  - supporting the Admissions Director in reviewing student admissions as necessary
  - collaborating with professional staff to monitor student progress utilizing multiple data points
  - overseeing and guiding the Student Support Team, including counselors and other appropriate specialists (eg. EAL, Learning Center, Speech-Language)
  - counseling parents with the assistance of the guidance counselor about children who have academic and/or personal adjustment problems or exceptional talents
  - ensuring the preparation of the division to complete a standardized testing program, and utilize test results appropriately
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5. **Community Relations and Communication:** Works with students, liaises with parents and fosters communication with the community by:
  - being as visible as possible and interacting with students
  - ensuring systems are in place that promote regular, clear communication of the philosophy, curriculum and expectations to all stakeholders
  - promoting appreciation of the host country and building host country connections
6. Performs other duties not specified above as assigned by the Director or as needed by the division.

**Application process for MS Principal:**

AES seeks a student-centered Middle School Principal who combines people skills with a deep understanding of middle school level curriculum and instruction. We seek an experienced administrator with the ability to model and facilitate professional collaboration. High level communication skills are important including speaking, writing and listening. A strong work ethic and much personal energy are essential. Adaptability and patience are additional qualities that would be very helpful, together with a genuine interest in living in India.

**Requirements:** Master's degree, preferably in Educational Leadership, and 3-5 experience as a Middle School Principal in an US or International School.

Candidates are requested to send a cover letter, educational philosophy, resume, and a list of at least three references with contact details in **one PDF document**, no later than **Friday, October 21, 2016**.

**Send application materials to:** [recruitment@aes.ac.in](mailto:recruitment@aes.ac.in)

Candidates selected for interviews will be notified in early November and should be available for a preliminary Skype interview and potential onsite visit at the end of November/early December.