

Leadership Search



Head of School French American School of Princeton

Princeton, New Jersey, USA

Application Deadline: January 8, 2021

Start Date: July 1, 2021 (To be finalized as date nears)

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

Position Overview

The French American School of Princeton (FASP) is seeking a new **Head of School**, to begin working in July 2021. This key leadership role represents an exciting opportunity to build on 20 years of bilingual education excellence. FASP’s strong, well-balanced combination of French and American teaching methods and standards have contributed to the school’s success and well-earned reputation in the community and abroad.



The French American School



FASP is a thriving Pre-K through eighth grade co-educational, independent bilingual school located on a beautiful campus in Princeton, New Jersey. The school was founded in 2000, to meet the educational needs of both the French-speaking community in the Princeton area and American families seeking an academically rigorous education in a challenging bilingual environment.



Formerly known as Princeton French School, the school became FASP in 2008. This name change represents its commitment to offer bilingual and bicultural education, delivered by French and English-speaking teachers who are committed to bringing out the full potential of every student. Most FASP faculty members hold advanced degrees in education, as well as teaching certificates, and are native speakers of the language in which they teach.

The school has an average class size of approximately 14 students and a student-teacher ratio of 8:1.

FASP is accredited up to Grade 8 by the French Minister of Education and by the Middle States Association, Commissions of Elementary and Secondary Schools. The FASP's International Baccalaureate (IB) Middle Years Program candidature was approved in May 2017.



Mission, Vision, and Values

Mission

FASP provides a nurturing and creative learning environment where students thrive because of its focus on academic excellence and development of the whole child through an exemplary bilingual, multicultural education.



Vision

Cultivating the mind, nurturing the heart and guiding the hand of every student to develop well-rounded global citizens prepared to take on the world.

Values

- **Cultivating the Mind** - critical and independent thinking, creativity, curiosity and open-mindedness
- **Nurturing the Heart** - courage, inclusivity, compassion and respect for peers, the community and the global environment
- **Guiding the Hand** - resilience, teamwork, collaboration among teachers, parents and students, confidence to achieve



The FASP community is made up of students representing more than 30 countries and cultures. Its diverse student body creates an environment that encourages students to be inclusive, well-rounded, and ready to embrace the ever-changing world. Some of the nationalities represented include Algerian, American, Australian, Austrian, Belgium, Beninese, Brazilian, British, Bulgarian, Canadian, Dominican Republic, Egyptian, French, German, Haitian, Hungarian, Indian, Iranian, Italian, Jordanian, Lebanese, Moroccan, Philippine,

Polish, Romanian, Serbian, South Korean, Spanish, Swedish, Swiss, Turkish, and Ukrainian.

FASP graduates have pursued secondary education and higher learning at well-known high schools and academic institutions in the United States and internationally.

For more information about FASP, please visit their website at ecoleprinceton.org.



Job Description

Duties & Responsibilities

The **Head of School** is the chief operating officer whose primary responsibility is to carry out the school's stated mission. Principal duties of FASP's **Head of School** include:

Overall

- Responsible for the administrative success of all school priorities and programs
- Ensures that the school is in compliance with all applicable government laws and regulations
- Coordinates scheduling of, and attends, all required school functions and activities/events such as: open houses, FASP community events, network meetings (AEFE, NJAIS, Princeton Common Ground, French Scholarships Commission etc.)

Finance

- Serves as Business Manager for FASP
- Assists the bookkeeper and board trustees with financial issues and long-term planning
- Applies for grants, loans, etc.
- Develops and oversees strategic plans and priorities for fundraising
- Oversees the annual audit in collaboration with the bookkeeper

- Supervises all financial aid programs in collaboration with the Director of Admissions (French scholarships and FASP financial aid programs)
- Renews and negotiates all insurance coverages (commercial, students, management and Board of Trustees, health coverage for faculty & staff, etc.)

Personnel

Faculty

- Recruits qualified French-and English-speaking teachers for all subjects and divisions (Preschool/Pre-K/Kindergarten, Elementary and Middle Schools)
- Supervises training requirements for faculty
- Completes and ensures that all visa applications for French teachers are approved
- Helps all new French teachers with housing & U.S. administrative procedures
- Assists the three division heads in their daily tasks

Staff Members

- Selects and employs non-teaching personnel
- Advises board on the need to dismiss non-teaching staff, when appropriate

All Staff

- Administers equitable systems of compensation and benefits, working conditions and professional development of all staff
- Counsels and advises school employees

Direct Reports

The HOS currently oversees:

- Three Division Heads (Maternelle, Elementary and Middle School)
- Marketing/Communications Associate
- Director of Admissions
- IT Manager
- Two administrative assistants
- Nurse (service provider)
- Accountant (service provider)

Enrollment

- Oversees and coordinates the recruitment of students, in collaboration with the director of admissions
- Represents and explains the school's mission to prospective families (open houses)

Education

- Reviews and updates all English and French curricula, in collaboration with division heads
- Guides and advises the three division heads in achieving their educational goals
- Coordinates and attends all division head meetings
- Serves as liaison between teachers/division heads and parents to resolve issues
- Maintains school discipline policy in a consistent and respectful manner
- Responsible for the success of all accreditations or renewal of accreditations (French Ministry of Education, Middle States Association and IB program)

Public Relations & Marketing

- Coordinates all internal and external communications, in collaboration with the marketing and communications associate
- Develops and maintains a constructive relationship with other educational institutions and associations (American and French) and local government representatives (township, board of education, local health department, etc.)
- Facilitates communication among all school's various stakeholders
- Represents FASP in the community at large

School Facilities, Equipment, Daily Operations

- Oversees daily operations of school, ensuring a safe and friendly environment (security, maintenance), in collaboration with the campus director of operations and the school's facilities manager
- Supervises maintenance of all school equipment, in collaboration with the school's facilities manager and the IT manager
- Maintains all lease arrangements
- Keeps board informed on facilities and equipment improvements

Operations Support

- Remains informed of trends, research, and legislation that may affect FASP management, operations and policies
- Advises board when policy changes or action may be necessary
- Reviews and updates Parent and Employee Handbooks in both French and English

Responsibility to Board of Trustees

- Serves as voting member of the board and is expected to attend all board meetings and functions
- Keeps the board informed of all aspects of school operations
- Brings issues to the board's attention, which may require board action or education
- Implements the strategic plan developed by the board
- Serves as a resource for the board in developing new policies and initiatives
- Serves as a resource for the treasurer and the board on financial matters
- Represents the board, its decisions and policies, to parents, as appropriate

Qualifications

- Minimum of a master's degree
- At least three years of administrative leadership experience in an established educational institution and leading a team of educators
- Experience in classroom teaching
- Ability to work collaboratively with diverse stakeholders—board of trustees; students and their parents; faculty and staff from diverse countries; government authorities (U.S. and French); accrediting bodies; and community partners—in a unique school setting
- Knowledge of French and American educational systems
- Demonstrated commitment to bilingual education

- Strong facilitation skills leading multidisciplinary team
- Strong organizational skills
- Experience in fundraising preferred
- Fluent in both languages, English and French (written & oral)



Application Instructions

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Dr. Beth Pfannl, Vice President, Administrative Searches & Governance Services, will serve as the lead consultant for the French American School of Princeton Head of School search. She will be assisted by Ms. Anna Santori and other members of the ISS staff.

In **one** PDF document, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV (please do not send a CV that has your photo*) to execsearch@iss.edu. You will be contacted by Anna Santori regarding the next steps to follow for consideration.

**ISS takes all aspects of child safeguarding very seriously.
All candidates for employment will be rigorously screened.**

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and FASP reserve the right to close the selection process or terminate it at any time for any reason.

* 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. One of our commitments is to remove photos in recruitment files. You can read more about our commitments here: <https://www.iss.edu/what-iss-will-do-now>.