



Making a world of difference

ISS Administrative Searches is pleased to announce...

Banjul American International School

Fajara, Banjul, The Gambia

Seeks Director

**Application Deadline:
Thursday, November 15, 2018**

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Director Search
Start Date: August 1, 2019



Overview

The Banjul American International School is a small, caring school community on the vibrant west coast of Africa. Originally known as the Banjul American Embassy School, our school was founded in 1984 by a small group of American families with support from the US Embassy. In December 2016, the Board of Directors voted unanimously to change our name to the Banjul American International School to reflect our globally-minded curriculum and our diverse international community of students and parents. BAIS continues to maintain a strong relationship with the US Embassy and receives an annual grant from the US State Department's Office of Overseas Schools. We are proud to be the only independently accredited school in The Gambia, with full accreditation through 2023 by the Middle States Association of Colleges and Schools.



Mission and Philosophy

Mission Statement:

The Banjul American International School is an accredited international school providing a meaningful, rigorous American curriculum in a global context. In partnership with local and international communities, we empower students to become enthusiastic, creative, lifelong learners who value integrity, cultural diversity, and global responsibility.

Vision:

BAIS empowers students to

- embrace diversity
- strive for peace
- work with dignity
- and positively impact tomorrow's world.



The School

Physical Campus:

The campus consists of four wings surrounding the outdoor recreation area. The administrative building contains the reception office, director's office, library, computer lab, music room, and teachers' lounge. The middle school wing consists of science, humanities, and math rooms. The primary wing contains the 1st through 5th grade classrooms. The early childhood wing contains the pre-K and kindergarten classrooms along with the art and French rooms, with a covered lunch area and early childhood playground. The outdoor areas include playground equipment, soccer fields, and basketball and volleyball courts.



Overview of Education Program:

BAIS provides a US standards-based curriculum with an international focus. Instruction is in English. Our curriculum for kindergarten through middle school is based on AERO standards. Our Pre-K curriculum, which aligns with the New York State Early Learning Guidelines, is designed to holistically support our young learners' intellectual, academic, social, and emotional development. The core subjects of English language arts, mathematics, science, and social studies, are supplemented with specialty instruction in art, French, music, and physical education. Information and communication technology are integrated with learning across the subjects, and all classes have dedicated time in the computer lab and library each week.

We cultivate a safe, welcoming, supportive and inquisitive environment that develops the physical, social, emotional, and intellectual capacities of children. We believe that children must have elements such as self-confidence and social acceptance in place before meaningful intellectual development can be achieved. Class size may vary during any given year. The school uses multi-age and multi-grade classes that change with the population of the school.

Belief Statements

We Believe Every Child

- is a valued, unique individual.
- is entitled to a safe and supportive learning environment.
- deserves the opportunity to achieve his or her full potential.

We Believe

- every student should be equipped to be an active participant in an ever- changing global environment.
- every student must have the opportunity to develop critical reasoning skills.
- community involvement is vital to a child's success.
- community values must be respected and promoted.

Vision

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Profile of Graduates

Graduates of the Banjul American International School will be expected to exhibit the following attributes:

Academic:

A self-directed learner who demonstrates critical and intellectual curiosity, and who uses technology to meet the academic challenges of high school and beyond.

Citizenship:

A global-minded individual who has acquired the intellectual, emotional, and social skills needed to become an informed, caring citizen and who actively contributes toward a democratic society with an abiding respect for Earth and its resources.

Social:

A well-rounded individual who is an effective communicator and demonstrates integrity, with compassion and respect for differences among people.

We develop the physical, social, emotional, and intellectual capacities of children. We believe that children must have elements such as self-confidence and social acceptance in place before meaningful intellectual development can be achieved. Class size may vary during any given year. The school uses multi-age and multi-grade classes that change with the population of the school



School Life

Service Learning

The BAIS Service Learning Project is a school-wide project in which students of all ages participate at age-appropriate levels. Middle school and high school students take on leadership roles in a school-wide service-learning project. Service Learning aims to provide authentic learning experiences that also benefit communities beyond our school. Here is the BAIS Service Learning *Statement of Purpose*:

The BAIS Service Learning Project seeks to engage students in reciprocal learning experiences with members of the local community. We recognize that our school community has many privileges, and that we can use these privileges for the benefit of others.

We also recognize that other members of our local community have expertise that they can share. Through service learning, we aim to become more informed, caring citizens who demonstrate individual integrity and exhibit compassion and respect for the people around us.

Field Trips

Every effort will be made to enable student groups to take advantage of the opportunity of living and studying in The Gambia. Teachers are encouraged to organize field trips that relate to the curriculum and expose students to the culture of the Gambia. Parents are encouraged to participate as chaperones for field trips



Extra-Curricular Activities

The after-school activities program is balanced with a combination of educational and recreational activities. Sessions generally begin after the first few weeks of the trimester and run for up to eight weeks each trimester. Students are given the opportunity to register for the activities prior to the start of each session. Teachers, local experts, and parents may sponsor activities. Kindergarten students who are coming home tired after a full day of learning may wish to wait until after the first trimester to enroll in an after-school activity.

Every year every student in the school participates in a musical production filling all the roles from performing to set design and construction. This is a popular part of the school year and is attended by parents, teachers, students from other schools and dignitaries. We are all happily anticipating this year's production of *Seussical Kids!*

The Gambia

The Gambia may be the smallest country on the continent, but its captivating array of attractions belies its tiny size. Surrounded by Senegal, The Gambia has a mere 80km of coastline, but what a magnificent stretch it encompasses: golden beaches backed by swaying palms and sprinkled with scenic lagoons, sleepy fishing villages and biologically rich coastal reserves.

Of course, there's much more to The Gambia than just sun and surf. Its namesake river is teeming with wildlife, including nearly 600 bird species, plus manatees, hippos, crocodiles and troops of wily colobus monkeys. Boat trips and overnights at forest ecolodges reveal some of the great wonders of the hinterland, from a chimpanzee island reserve to the ruins of a 17th-century British fortress. The greatest treasures, though, are the warm-hearted Gambian people, who more than live up to their homeland's moniker of the 'the smiling coast of Africa'.

Quick Facts

- Five to six hours flight from Europe.
- An English-speaking country.
- Over 550 species of birds for bird watching enthusiasts.
- Breath taking and captivating Eco-Tourism products.
- Three world acclaimed UNESCO heritage sites
- Water sporting & fishing activities made possible by the Atlantic Ocean and River Gambia.
- Unspoiled Beaches with 80 kilometers of pristine coastline.
- Pleasant Sub-Tropical Climate with average daytime temperature of 27 degrees Celsius or 80 degrees Fahrenheit.
- Eco-friendly parks such as the Abuko Nature Reserve, River Gambia National Park, and Kiang West National Park



Sunset in The Gambia



Gambian Beachfront

Desired Qualities/Qualifications of the Director

BAIS Director Job Description

| | |
|--------------|---|
| Title | Banjul International American School (BAIS) Director |
| Purpose | To lead, manage and direct educational attainment at BAIS |
| Location | Fajara, Banjul , The Gambia |
| Duration | 3 years (with a possibility of extension) and is subject to a probationary period of 6 months |
| Start Date | 1 st August 2019 |
| Reporting to | BAIS Board (elected) |

Background

Banjul American International School (BAIS) is a small West African School delivering quality education to students in Pre-K through middle school, with a high school option through the University of Nebraska High School's online program. BAIS receives an annual grant from the US State Department's Office of Overseas Schools and is the only independently accredited school in The Gambia, with full accreditation through 2023 by the Middle States Association of Colleges and Schools. Originally known as the Banjul American Embassy School, our school was founded in 1984 by a small group of American families with support from the US Embassy. In December 2016, the Board of Directors voted unanimously to change our name to the Banjul American International School to reflect our globally-minded curriculum and our diverse international community of students and parents.

Our mission statement is:

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Justification

BAIS current Director is finishing his contract in the summer of 2019 and the board have started a recruitment process to find the new BAIS Director to start in the summer of 2019, with the view of recruiting a suitable candidate for the duration of three years , with a possibility of extension.

Duties:

OVERALL MANAGEMENT

- Is the Chief Executive Officer of the Banjul American Embassy School
- Ensures the maximum accomplishment of the School's Mission and Vision
- Oversees the implementation and constant updating of all school regulations, guidelines and procedures
- Directs efforts of the faculty and staff in the implementation of the Strategic Plan
- Works to accomplish the annual goals set out by the Board
- Maintains and acts as custodian of comprehensive school records
- Proactively seeks out best practices for the improvement of BAIS
- Prepares the annual school calendar

PROGRAM

- Serves as the instructional leader of the School, ensuring a high-quality implementation of a curriculum based on the highest educational standards
- Is responsible for managing the process of accreditation and authorization for all external programs and agencies
- Monitors effective procedures for the admission and transfer of students
- Ensures an effective program of pastoral care and discipline for all students and staff

- Ensures a rich and varied program of co-curricular opportunities is available for all interested students

FINANCIAL

- Drafts the annual budget with support of the Finance Committee for Board approval, ensuring that resources are adequate for the needs of the program
- Ensures that procedures are in place for the proper administration and control of expenditures
- Supervises an effective program of marketing and development to ensure the school's long-term continuation and operation
- Prepares and submits grant applications and funding proposals as appropriate

PERSONNEL

- Supervises a program of regular performance appraisals, including on-going professional development for all staff
- Maintains open channels of communication with all staff
- Prepares the annual staffing plan and timetable

OPERATIONS

- Oversees the proper maintenance of facilities
- Ensures the safety, security and supervision of the school campus and the students/staff
- Keeps the school in full compliance with all relevant health and safety requirements

BOARD

- Is a member of the BAIS Board of Directors
- Works with the Board Chair to set the agenda for Board and Association meetings and to ensure smooth functioning of the Board
- Provides the Board with regular reports on the operations of the School
- Recommends to the Board policies and procedures necessary to guide the smooth operation of the school
- Facilitates as guided by the Board President orientation of new Board members
- Executes all decisions of the Board

COMMUNITY RELATIONS

- Maintains regular communications with parents on issues of interest/concern and on student progress
- Serves as primary liaison with the school's Parent-Teacher Organization (PTO)
- Deals with all aspects of publicity to ensure a positive profile for the school locally and abroad
- Establishes and maintains positive relationships with members of the BAIS community, corporate and diplomatic partners, other community groups and the general public
- Represents the School in dealings with other schools, professional organizations, government authorities and associations
- Receives and addresses concerns, comments, or complaints concerning the school from BAIS employees, students, parents, Board members, and members of the public

Qualification, Competency and Experience:

Essential

A good working knowledge of technology

Budget management skills

Knowledge of the American Education system and accreditation

Previous experience in the implementation of teaching standards

Leading and managing faculty and administration staff

Team building and leading skills

To Apply

If you wish to learn more before submitting materials, please contact one of the consultants. Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing their interest in this position;
 - A current résumé;
 - A statement of educational philosophy and school leadership practice;
- A list of three (3) professional references (at least one of whom should be current or previous employer) with name, phone number, and email address of each (references will not be contacted without a candidate's permission) to: baisdirectorsearch@gmail.com

The closing date for the receipt of applications is 15th November 2018.

We encourage candidates to apply early, and we reserve the right to close the search if we identify an ideal candidate before the deadline.

Only short-listed candidates will be contacted.

Informal enquiries are welcome and can be addressed to:

Professor Martin Antonio

Chairman, Board of Directors BAIS

Email: mantonio@mrc.gm

Cian O'Siochain

Vice-Chairman Board of Directors BAIS

Email: cosiochain@mrc.gm

Rupert Leighton

Parents Representative

Email: rleighton@unicef.org



Making a world of difference

ISS Administrative Searches is proud to assist Banjul American International School with their search for a Director.

Application Instructions:

If you wish to learn more before submitting materials, please contact one of the consultants. Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

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All application materials should be sent to the school as directed, not to ISS.

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