

Leadership Posting

Elementary School Principal International School of Dakar *Dakar, Senegal*

Application Deadline: September 26, 2022

Start Date: August 2023

INTERNATIONAL SCHOOL OF DAKAR

ELEMENTARY SCHOOL PRINCIPAL

FOR AUGUST 2023



APPLICATION DEADLINE

September 26th, 2022



THE SCHOOL

WE ARE LOOKING FOR AN ELEMENTARY SCHOOL PRINCIPAL WHO WILL WORK WITH THE SCHOOL DIRECTOR, SANDY MACKENZIE, AND A TALENTED LEADERSHIP TEAM AND FACULTY, TO DEVELOP AND IMPLEMENT A NEW STRATEGIC PATH TO TAKE ISD TO THE NEXT LEVEL.

The International School of Dakar (ISD) is an independent, English-medium international school (approximately 740 students) which offers a rigorous, international Pre-K3 to Grade 12 curriculum.

Our students represent over 60 nationalities. Indeed, the diversity and educational experience inspire students to become lifelong learners and responsible global citizens in a rapidly-changing world.

ISD, founded in 1983, is an International Baccalaureate (IB) World School, offering the Diploma, Middle Years, and Primary Years programs. IB World Schools share a common philosophy – a commitment to high-quality, challenging, international education that ISD believes is important for our students.

ISD is fully accredited by the Council of International Schools (CIS) and Middle States Association of Colleges and Schools (MSA).

The International School of Dakar is situated on six acres overlooking the Atlantic Ocean in the Mermoz neighborhood of Dakar. The Elementary School building has 37 rooms, including one ES art room and a music room. There is a Learning Center for elementary students. The Elementary and Secondary Schools share a library and an innovation center.

The ISD community also boasts of a new Performing Arts Center with a 340-seat theater, scene shop, “black box”, and art gallery, as well as an Athletic Complex, which houses a double gym, fitness room, dance studio, PE offices, classroom, changing rooms, and meeting spaces, all with stunning ocean views.

The campus serves as a school-community center, with a wide variety of activities offered both after school and on weekends.

A LITTLE BIT ABOUT US



OUR VISION

Challenge | Create | Change

WHO WE ARE

ISD is a diverse community of learners that fosters creativity, open-mindedness, responsibility and excellence. As an IB World School, ISD promotes student achievement and global citizenship.

- A successful learner has the courage to tackle complex problems and be of service to others.
- Creative opportunities encourage students to become responsible leaders and discover their talents and passions.

WHAT WE BELIEVE

- A well-rounded and rigorous program of academics, arts and athletics builds a foundation for life-long learning and fulfillment.
- A collaborative culture enhances individual development and effective communication.
- Inspired teaching leads to personal accomplishment and growth.

STRATEGIC POSITIONING

International School of Dakar students should...

- Be well-rounded in all aspects of education: academic, artistic, sports, and service.
- Discover their talents and passions.
- Be responsible leaders in a complex and ever-changing world.

THE SCHOOL & CURRICULUM

The Elementary School has 332 students. The program at ISD is articulated, aligned, and a reflection of the mission and values of the School.

As a full International Baccalaureate Continuum school, ISD has done an excellent job in meeting the requirements of the IB.

The Primary Years Program is in implementation since 2019. The adoption of the rigorous standards of the IB Program represents a clear commitment to an international mindset, critical thinking, and academic excellence.

The School is accredited by the Council of International School, Middle States Association, and the International Baccalaureate Organization.

ISD has become an exemplar in embracing the social justice imperatives of high-functioning schools in today's world. DEIJ (Diversity, Equity, Inclusion & Justice) is a strategic position for the school. The School's next Elementary Principal must support this transformational visionary and curricular goal for the Elementary School.

We enjoy a truly diverse student body with students from over 60 different nationalities. They come to us from a wide range of countries, backgrounds, and abilities.

ISD offers a sheltered immersion program for English Language Learners. Students who are struggling with grade academic expectations may be recommended to join ISD's Learning Support program.



THE POSITION



The Principal is the educational leader and administrative head of the Elementary school.

They have primary responsibility for overseeing the school's programs to maximize student achievement in keeping with ISD's Guiding Statements, school board policies, approved curriculum, and directives.

They report to and are evaluated annually on objectives established jointly with the Director.

The Elementary School Principal's responsibilities include the curriculum development and professional development programs implemented in collaboration with the Director of Innovation and Strategic Development as well as the Secondary School Principal.

They provide leadership in the monitoring and evaluation of the Elementary school program's strengths and programmatic needs; they provide direction to ensure academic achievement and social growth for all students, and effectively communicate the school's program to students, staff, parents and the local community.

An Elementary School Assistant Principal & a PYP Coordinator support the Elementary School Principal.

SPECIFIC RESPONSIBILITIES

STUDENTS

- Work closely with the Director to establish clear guidelines and expectations for admitting new students and apply the guidelines in admitting students to ISD.
- Ensure a safe and positive atmosphere for all.
- Ensure that disciplinary guidelines are fairly and consistently applied.
- Oversee preparation of the schedule for students and teachers.
- Attend and actively participate in Student Support meetings.
- Create an efficient, productive and caring building atmosphere where all students and faculty have the opportunity to be recognized for their best efforts.
- Maintain and oversee student records including progress reports, report cards, student admission/withdrawal files, and cumulative files.

TEACHERS AND SUPPORT STAFF

- Provide for evaluation of faculty and staff in accordance with prescribed procedures.
- Provide for the most effective utilization of the instructional staff through appropriate assignments to specific positions, grades and/or subjects.
- Serve as a mentor and instructional leader to faculty members regarding school matters and encourage their professional growth and career advancement.
- Develop the leadership capabilities of teachers so that instructional leadership becomes a shared responsibility.
- In conjunction with the Director, undertake thoughtful recruitment to ensure the best team possible in the Elementary school.

PROGRAM

- Provide leadership in the development of the school's curriculum and assessment practices in conjunction with the faculty.
- Gather validating information that helps determine whether curriculum and instructional goals and student performance outcomes are being met.
- Communicate school programs and other school activities effectively with students, faculty, parents, colleagues, and in the community.
- Be a willing and active participant on the school's leadership team and in committee work.

GENERAL RESPONSIBILITIES

- Keep the Director informed of significant school affairs.
- Serve as an ex-officio member of the Board of Trustees.
- Write a report for monthly Board Meetings and attend meetings as well as events associated with the Board of Trustees.
- Develop and monitor the Elementary school budget.
- Support the school through the accreditation cycle and strategic planning initiative.



ABOUT YOU

EXPERIENCE, SKILLS, AND COMPETENCIES

- Genuine interest & care for the the development of children and young people
- Prior educational leadership experience.
- Previous teaching experience at the Elementary school level.
- Successful experience in a multicultural school community.
- Experience with the IB Primary Years Programme preferred.
- Proven experience in mentoring teachers to improve their professional practice.
- Skill in building effective partnerships with parents.
- Ability to continue to improve student culture.
- Highly effective management skills and experience, demonstrated team-building skills,
- Ability to inspire confidence and earn the trust of faculty, staff and across the school community.
- Commitment to equitable practices & fairness.
- Proven experience in ensuring excellence for all students.
- Commitment to multilingualism.
- High emotional intelligence, integrity & open-mindedness.
- Intercultural competency & the ability to navigate cross cultural interactions.
- Demonstrated interest & commitment to internationalism and international education.
- Excellent interpersonal communications with students, staff, faculty, parents and Board of Trustees.

QUALIFICATIONS

- Teaching certification required
- Principal leadership qualification preferred

COMPENSATION AND BENEFITS

ISD offers an initial contract term of three years (renewable). The salary for the Elementary School Principal is commensurate with the responsibilities of the position and is competitive.

Other benefits for the position include international medical insurance for the principal and authorized dependents, retirement contribution, professional development allowance, longevity bonus, flights home annually for principal and family, comfortably furnished housing subject to family size, and allowance for utilities.

HOW TO APPLY

Application Deadline: September 26th, 2022



The deadline for applications is September 26th, 2022. Candidates are requested 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.

Initial interviews will start in the beginning of October.

Final interviews with panels across the community of staff, students & parents will take place during two days at the end of October, via Zoom.

The appointment of the new ES Principal following reference & background checks. Candidates should be available to start in August 2023.

Candidates should send the information listed below to principalsearch@isd.sn 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 Elementary Principal position at ISD.
- A current résumé.
- List of references and/or agencies where confidential references are stored.



Contact Sandy Mackenzie, ISD Director, with questions at director_isd@isd.sn.

Leadership Posting

Instructions

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- A current resume
- List of references and/or agencies where confidential references are stored

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