

The American School of Kuwait

Hawalli, Kuwait

Seeks: High School Principal

Effective: August 2015

Application Deadline: December 10, 2014



A Partnership for Success

We believe in a Partnership for Success whereby we all work together for the good of the student. We are all working towards one goal, that of educating our students, ensuring that they learn and grow, and ultimately achieve success. Traditional models may depict an adversarial perspective in which we sit on opposite sides, when in reality, we are all working together to support student learning. Everyone is on the same team, and that is the team that supports students!



ASK Mission: The American School of Kuwait inspires life-long learners empowered to excel in American Higher Education and the global community as productive, compassionate citizens.

ASK Beliefs: In our beliefs, we stress the importance of community, diversity and learning that encompasses several aspects of school. It is a great strength of American education that we provide opportunities to learn beyond the traditional academic area. Our planning philosophy supports this idea of providing a varied and diverse instructional environment. In our beliefs, we commit to providing student-centered instruction and allowing students to grow in all realms of childhood. We commit to valuing our great diversity and the inherent worth of each individual by modelling respectful interactions at all times.

We believe that:

- A partnership among families, teachers, and students is essential for successful learning.
- Successful students require safe, supportive, and rigorous learning environment.
- Education encompasses the development of the whole individual: academic, aesthetic, creative, social, physical and emotional.
- Learning empowers the individual and expands options throughout life.
- Students' active engagement in their own learning is a key to their ongoing success
- The diversity of our school community is one of our greatest assets.
- An enriching school experience encourages independent thinking, fosters self-esteem, and builds self-confidence.
- Innovative technologies and methodologies support problem-based learning.
- Every individual has inherent worth.



Profile of Graduates

The ideal American School of Kuwait graduate will...

1. Be able to thrive in a higher education setting and find a meaningful role within the learning community.
2. Be an independent, logical and critical decision maker.
3. Demonstrate creative problem solving skills
4. Work and communicate positively and effectively with others.
5. Respect and accept others as individuals.
6. Recognize and respect diverse backgrounds and viewpoints.
7. Be open-minded and demonstrate intellectual curiosity.

Our Profile of Graduates defines what our students should be able to do upon their graduation from ASK. However, these are not lone skills to be learned later in their education. These are attitudes and behaviors that should be developed daily in and out of the classroom at all grade levels.



We also believe:

- Our Mission must be at the forefront of all that we do
- Data matters and we make our decisions based on data
- In collaboration
- In a PreK-12 school
- Assessment must have meaning
- Our students can meet our Strategic Objectives
- Our Strategic Objectives should be at the forefront of all of our decisions
- We are all teachers of literacy
- All students can be successful

Our Core Values

- Learning is a Reflective Practice
- We Expect Success & Believe in Learning
- We Expect Rigour
- We are all in this Together
- We are Professionals

Teacher Profile

In our Teacher Profile, we define some key attributes that are essential attitudes of ASK faculty. These attitudes drive our practice and our philosophy of education. We are learning focused, not teaching or content focused.

- All students are capable of learning and being successful.
- Literacy is at the heart of learning.
- Learning is active and collaborative.
- Learning is a reflective practice.
- Frequent assessment enables students to learn.
- Feedback is an essential component in learning.
- An essential goal of learning is meaning-making and transfer.
- Learning results from deliberate and thoughtful planning of instruction.

We believe that the following tools make us more effective educators: Curriculum Mapping, Understanding by Design, Framework for Teaching, Formative and Summative Assessment Model.

ABOUT THE POSITION

The HS Principal has the responsibility to....

- Provide instructional leadership in the building
- Schedule classes and activities
- Supervise and evaluate teachers and support staff , and monitor and cover teacher absence
- Oversee and supervise all issues to do with student and school community life – including reporting to parents, student council activities, school publications, student enrolment and attendance
- Supervise all high school programs
- Communicate with the Business Office with regard to admissions, budgets and transportation
- Maintain school discipline and promote a positive school environment
- Provide a safe and orderly climate for learning
- Annually review and revise all relevant staff, student and parent handbooks with the administrative team.
- Promote open communication between all ASK personnel
- Develop the high school budget and oversee the ordering and distribution of supplies and materials
- Allocate positions of responsibility, and other resources with in the building, in consultation with other administrators
- Assist and support the Superintendent in the recruitment of appropriate staff
- Identify and make recommendations for maintenance and facility improvement
- Monitor school health and safety issues
- Develop annual building level goals and action plans
- Effectively work with the entire administration to facilitate the vision for the school as a whole.

Preferred Qualities and Experience Sought

- Minimum of a Master's Degree in Education, Educational Administration or Curriculum and Instruction from an accredited institution
- Minimum of three (3) years experience as an administrator in a secondary school with a U.S. curriculum
- Current high school administrative certification
- Proven ability to work in a multi-cultural environment and demonstrated understanding of, and sensitivity to, cultural perspectives
- Ability to communicate effectively with others
- Excellent organizational skills and an ability to multi-task
- A clear understanding of high school students and their needs
- Experience in personnel selection, performance review and/or teacher evaluation and staff development
- Proven ability to participate in, and establish, collaborative structures
- A positive attitude
- Demonstrated leadership qualities
- A working knowledge and understanding of admissions and admissions testing procedures
- Experience with the Advanced Placement (AP) program
- An understanding of the International Baccalaureate (IB) program
- Experience in accreditation procedures and organization
- Experience in curriculum and assessment development
- Classroom teaching experience in the high school
- Experience in curriculum reviews, strategic planning, and monitoring of student outcomes
- Recent and relevant professional development in educational trends and methodologies

SIGNIFICANT PROGRAMS AND ASPECTS OF ASK

History: The American School of Kuwait, founded in 1964, is an independent co-educational college-preparatory school whose curriculum is essentially American and prepares its student body for the higher educational experience found in U.S. colleges and Universities.

Community: ASK is the designated American school in Kuwait enrolling students from the U.S. Embassy, U.S. military, and U.S. oil companies. The current enrolment (September, 2014) is 2015 students: (985, Pre-K-5); (410, 6-8); and (620, 9-12). Of the total, 494 are U.S. citizens, 991 are host country nationalities. In the high school there are 116 seniors, 185 juniors, 155 sophomores, and 164 freshmen.

ACADEMIC PROGRAM: ASK provides a college preparatory program with English as the language of instruction. Graduates earn a U.S. high school diploma. We offer 17 AP classes and are part of the AP Capstone Project.

FACULTY: The Pre-K to 12 Faculty consists of 186 teachers including 2 librarians, 5 counselors, six learning coaches, and two technology coaches. Each of the school's three divisions has a principal and one or more assistant principals. There is also a Superintendent.

HIGH SCHOOL

There are 49 faculty members in the HS and around 619 students. The HS administration consists of a Principal and an assistant Principal. Other support staff include two counselors and an activities director.

INITIATIVES:

- 21st century skills
- Lucy Calkins Reading and Writing
- Responsive classrooms (Elementary)
- Everyday Math (Elementary)
- AP Capstone Program (Pilot School)
- Collaboration
- Technology Integration
- Google Apps for Education School

APPLICATION PROCESS

ASK has retained Dr. Paul DeMinico, Vice President of Administrative Searches with International Schools Services (ISS), to serve as lead consultant for the search. He will be assisted by the ISS staff. Candidates are asked to submit their letter of interest as early as possible as ISS and ASK reserve the right to close the selection process at any time if the right candidate is found.

All candidates who wish to apply for the position must establish a professional file with ISS to facilitate the application process and ensure that credentials are provided in a uniform and consistent manner. Since ASK has requested ISS to assist with this search, applicants for this specific position do not need to pay a fee to originate or reactivate their professional file. Merely proceed to the website and use the coupon named **ASK2014** when prompted for payment.

Candidates who have yet to establish professional files with ISS or who must activate their professional files may find complete application details online: <http://educatorcareers.iss.edu/administrative-careers>. Candidates who currently have active professional files with ISS need only send a cover letter explaining what demonstrated strengths they bring to the position and reason for applying. ISS and ASK reserve the right to contact the writers of open references for confidential statements.

The deadline for applications is **December 10, 2014**. Long-listed candidates will be identified by ISS and their dossiers forwarded to ASK. Finalists will be interviewed via Skype in December with the intention to complete the process in late December 2014 or Early January 2015.

Application materials should be sent electronically to:

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