



## **Administrative Search Announcement**

**Principal, Elementary School, Boys' Division Grades 1-5**

**American Creativity Academy**

*Kuwait City, Kuwait*

**Effective:** August 15, 2018

**Application Deadline: December 15, 2017**

## The School

The American Creativity Academy (ACA) was founded in 1997. The school is privately owned and operated; the student body is composed mainly of Kuwaiti citizens whose mother tongue is Arabic. ACA offers an American college preparatory curriculum in English for Pre-K to Grade 12 and the IBDP in grades eleven and twelve. ACA has received dual accreditation status from the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools Council on Elementary and Secondary Schools (MSA-CESS) since 2002 and has been authorized to offer the International Baccalaureate Diploma Programmed since 2008.



There are over 4,500 students dispersed over the three campuses. The campuses are minutes apart by car, located in suburbs of Kuwait City. The ACA Girls' and Boys' Campuses are in Hawally and the newest campus is in Salmiya. The ACA Boys' Campus encompasses students in KG (three, four, and five-year olds in a co-ed environment) and boys from grades one to twelve (2000+ students). The ACA Girls' Campus encompasses female students from grades one to twelve (1500+ students). The Salmiya Campus encompasses students from KG (three, four, and five-year olds in a co-ed environment) and gender separated classes in grades one to seven (1100+ students).

ACA is governed by a Board of Trustees (BOT). The BOT meets approximately four times per year. The Superintendent attends all BOT meetings, is responsible for the creation of the agenda, calls the meetings, and supervises the minutes are kept and dispersed to members.

## Mission and Core Beliefs

The American Creativity Academy is a private proprietary school that delivers a standards-based American curriculum within an environment in which local traditions and values are respected and practiced. The school is dedicated to preparing students for university success and lifelong learning.

### We Believe:

- Practicing traditions and values develops a character with honesty, integrity and responsible behavior.
- Education is a partnership among parents, students and teachers.
- Students learn and thrive in a healthy, safe and caring environment.
- In challenging students to think critically and creatively through varied, differentiated and engaging instruction.
- In developing the whole child – intellectually, spiritually, socially and physically.
- In preparing students to contribute constructively to a global society.
- Effective communication is essential for a cohesive school community and a positive school climate.
- In inspiring excellence.

### Parameters

- ACA is a private for-profit institution, subject to Kuwait law, and licensed by the Ministry of Education, department of Private Education
- Local traditions are respected and practiced
- ACA adheres to MSA/CIS accreditation standards
- ACA separates students by gender after KG2
- The primary language of instruction is English
- The curriculum is aligned with American standards, modified to meet the needs of English Language Learners
- The school's priority is the academic program of instruction from Pre-K through grade 12
- Any new or existing program must be consistent with the strategic plan, its benefits justifying costs, with provisions to include facilities, resources, staff, and professional development
- The Board of Trustees approves all policies affecting the school's operation
- ACA strives to recruit, experienced, qualified and certified staff
- ACA will employ and retain staff who subscribe to ACA beliefs and parameters
- ACA prepares students for University entrance



- ACA is committed to equity

## School Overview

### Curriculum

The school offers an US standards-based curriculum, which is comparable to a general academic college preparatory school curriculum in the US. Students in grades eleven and twelve have the option of participating in the IBDP. The school's testing program includes the Measures of Academic Performance (MAP) in grades three to eight; the Pre-Scholastic Aptitude Test (PSAT) and the Scholastic Aptitude Test (SAT I & II). English is the language of instruction; Arabic and Islam are compulsory for Muslim Arab students. Teachers use Rubicon Atlas as a curriculum mapping software.



### Activities

Team sports (including volleyball, basketball and soccer) are offered for both girls and boys on a junior varsity and varsity level. The American Creativity Academy is a member of the Kuwait Schools Activities Association (KSAA). Students in high school and middle school are offered opportunities to interact with students of international schools in a variety of interscholastic athletic and academic activities.

Non-athletic activities include opportunities to participate in student government, academic games, and Model United Nations. The core curriculum is supplemented by special activities made available each year and generated by faculty and student interest. Examples of clubs/activities offered include swimming, table tennis, photography, cartoon drawing, chess, cooking, etc.

### Administrative Structure

The Superintendent is currently assisted by an Assistant Superintendent, Curriculum Coordinator, IT Manager, and eighteen administrators (principals & assistant principals) who form the Administrative Council. The role of the Administrative Council is to advise the Superintendent on academic and operational issues.

## Staff

The teaching staff consists of 450+ teachers, including 200+ teachers recruited from abroad. The overseas teachers are mainly certified / credentialed from the US and Canada. All teachers must be approved by the Ministry of Education in Kuwait.

## Want to learn more?

[ACA website](#)

[ACA Video](#)

[ACA's YouTube Channel](#)

[ACA's Instagram](#)

## Position Overview

The duties and responsibilities of the Principal include, but are not limited to, the following:

- Maintain proper order and discipline in the school.
- Provides instructional leadership for all school programs.
- Oversee the daily operations of the school.
- Provide for the supervision of students during the period of time during each school day when the school buildings and grounds are open to students.
- Provide for the instruction of students in the care of school premises.
- Inspect the school premises regularly and report immediately to the Superintendent:
  - Any repairs to the school that is required in the opinion of the principal.
  - Any lack of attention on the part of the maintenance staff of the school.
- Report promptly any significant negligence of duty or infraction to school rules by a student to the parents of the student.
- Develop cooperation and coordination of effort among the members of the staff of the school.
- Encourage professional growth of staff.
- Supervise, assist and evaluate all teachers and support personnel in the school as per ACA Policy Manual.



- Make recommendations to the Superintendent in respect to the appointment and promotion of teachers and the probation or dismissal of teachers whose work attitude is unsatisfactory.
- Assign duties to the Assistant Principal, Heads of Departments, Lead Teachers, and Counselors.
- Provide for the supervision of and the conducting of any school activity authorized by the Superintendent.
- Assist the Superintendent in promoting and maintaining close cooperation with residents, industry, business, and other groups and agencies in the community.
- Assign students to classrooms
- Assign suitable quarters for students to eat lunch and pray.
- In cooperation with the Registrar, register the students and ensure that the attendance of students for every school day is recorded in accordance with the Superintendent's instructions in a manner as is approved by the Ministry of Education.
- Establish and maintain, retain, transfer, and dispose of, in the manner prescribed by the Superintendent a record in respect of each student enrolled in the school.
- Prepare a schedule, conduct the school in accordance with such and with the established school calendar, and make the schedule and the calendar accessible to students, parents, and the Superintendent, and assign classes and subjects to teachers.
- Hold, subject to the approval of the Superintendent such examinations as is considered necessary for the promotion of students or for any other purpose and report as required by the BOT the progress of students to their parents.
- Subject to revision by the Superintendent, promote students as he/she considers proper and issue to each student a statement to that effect.
- Ensure all textbooks used by students are those approved by the Superintendent and the MOE.
- Keep on file up-to-date copies of outlines of all courses of study that are taught in the school.
- Upon request, make outlines of courses of study available for examination to the parent of students.
- Provide to the MOE and the Superintendent any information that may be in his/her power to give respecting the condition of the school premises, the discipline of the school, the progress of the students and any other matter affecting the interest of the school, and prepare such reports for the Superintendent as may be required.
- Give assiduous attention to the health and comfort of the students, to the cleanliness, temperature, and ventilation of the school, to the care of teaching materials and other school property, and to the condition and appearance of the school buildings and grounds.





- Report promptly to the Superintendent and the school nurse any suspected existence of infectious or contagious disease in the school, and of the unsanitary condition of any part of the school building or the school grounds.
- Refuse admission to the school or exclude from attendance temporarily any person who is believed to be infected with or exposed to communicable diseases.
- Performs other tasks, duties and responsibilities as assigned by the Superintendent.

## **Professional Qualifications**

### *Personal qualities:*

- Strong conceptual, analytical, organizational, and management skills as well as demonstrated leadership ability
- Ability to work with diverse groups and individuals
- Ability to lead, inspire and motivate employees
- Ability to communicate clearly and effectively with all stakeholders
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

### *Required qualifications and experience:*

- Master's degree and a minimum of two years of full-time experience in a certificated Principal position required, or four years of full-time experience in a certificated Assistant Principal position.
- Certification in School Principal (Level II)

### *Preferred qualifications:*

- Familiar with accreditation and authorization processes; such as CIS/MSA accreditation and IB authorization
- Experience in the implementation of new school facilities
- Experience in technology based educational solutions.



## Terms and Conditions

An initial two-year contract is envisaged, renewable by mutual consent. The salary, benefits and terms of contract will be commensurate with the qualifications and experience of the successful candidate and will include a salary, professional development, pension contribution, medical, accident and disability insurance, furnished housing and annual home leave.

## Application Instructions

**Effective date: August 15, 2018**

**Application Deadline: December 15, 2017**

ISS Vice President for Administrative Searches, Dr. Beth Pfannl, will serve as the lead consultant for The American Creativity Academy Principal, Elementary School, Boys' Division Grades 1-5 search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is December 15, 2017, however, the Superintendent reserves the right to conclude the search at any point in the process when a successful candidate is identified.

Semifinalist candidates will be identified by ISS and their dossiers will be forwarded to the school. All candidates for this position must have a current ISS profile to ensure that credentials are provided in a uniform and consistent manner. There is no fee associated with this application.

**Steps to apply: Follow the instructions below to create your quick ISS administrative profile**

### **Current ISS candidates:**

1. Draft a formal letter of interest (cover letter) specific to this position no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position.
2. Attach your updated CV
3. Save your letter and CV in PDF format
4. Submit via email to Dr. Beth Pfannl ([bpfannl@iss.edu](mailto:bpfannl@iss.edu)) and copy Ashley Wotowey ([awotowey@iss.edu](mailto:awotowey@iss.edu)).

**\*\*\*Please only submit the required letter, all supplementary materials should be uploaded to your online documents portfolio via your ISS dashboard**

5. Upon receipt of your letter, you will be recorded as a candidate and your ISS file will be sent to Dr. Pfannl

### **New & Returning ISS candidates:**

1. Complete the steps above to submit your formal letter of interest and CV
2. Await application instructions via email

### **ALL Candidates:**

This search requires that (at minimum) the following materials be uploaded to your ISS online portfolio: Educational Philosophy/Leadership Style and Current CV/Resume (under 2 pages).

***\*\*Applicants are asked to submit their letter of interest and complete all necessary application steps as early as possible, as ISS and ACA reserve the right to close the selection process at any time if an ideal candidate is found.***

