



Administrative Search Announcement

**ASSISTANT ELEMENTARY PRINCIPAL FOR CURRICULUM, INSTRUCTION,
AND ASSESSMENT**

American School Foundation of Monterrey

Monterrey, Mexico

Effective Date: August 1, 2018

Application Deadline: October 31, 2017

Introduction



ASFM is a private, secular, non-profit, Nursery through 12th grade, college-preparatory, U.S.-accredited, co-educational institution, which offers both a Mexican and U.S. High School Diploma that serves the local and international population.

ASFM is a community of learners, engaged in the search for open minds, caring hearts, global leadership, and sharing of knowledge and experience among its members. This community, composed of students, alumni, parents, teachers, support service personnel and administrators, recognizes and is enriched by the fact that each member brings their own personal experiences, national heritage, language and family customs and values to our institution. Each member is a unique individual, possessing a wealth of thoughts and feelings that are most valuable when shared with others.

Monterrey is one of the three most important cities in Mexico. Surrounded by the beautiful Sierra Madre mountains in the Northeastern part of the country, the city has an altitude of 537m above sea level. Its population reaches more than 3.5 million people. The city is full of tradition, culture, and progress.

Monterrey has nine months of warm weather and three months of colder temperatures. Being a semi-desert region, rainfall is sporadic throughout the year. The warm weather starts in March and continues until the end of October with temperatures ranging from 80° to 100°F. During January and February, some cold spells usually occur. Temperatures can go below freezing; however, snow is rare.

Though primarily a city of industry, Monterrey offers its share of museums and restaurants, with many interesting places to visit nearby. In addition, Monterrey has many things to do for the adventurous: rock climbing, hiking, mountain biking and more.

Mission and Vision

MISSION:

The American School Foundation of Monterrey (ASFM) fosters open minds, caring hearts, and global leadership within the entire school community. ASFM serves a diverse population and prepares all students through an innovative, inclusive, and intensive program focused on engaging and enabling students to achieve their individual potential in citizenship, academics, athletics, and the arts.

VISION:

We believe in open minds, caring hearts and global leadership as essentials for a healthy and successful life.

Governance

The ASFM Board of Directors determines and reviews policy, hires and evaluates the Superintendent and then delegates executive, supervisory, academic, and instructional authority to the Superintendent, and through the Superintendent to the employees. The Board of Directors is composed of no more than fifteen (15) Members appointed by the Associate Assembly.

The ASFM Organizational structure consists of the following:

- Superintendent
 - CFO and Central Office staff
 - After School Athletic Director and staff
 - Technology Directors and staff
- Head of Innovation and Learning N-12
 - Director of Technology Integration N-12
 - Director of Support Services N-12
 - Eagle Parent University Coordinator N-12
- ELEM Head of Campus / ELEM Principal
 - Assistant Principal for Curriculum, Instruction and Assessment
 - Assistant Principals for day to day management (N-PK; Grades K-2; Grades 3-5)
 - Instructional Coaches (Literacy; STEM), Teachers and Support Staff
- MSHS Head of Campus / HS Principal
 - Middle School Principal (Grades 6, 7, 8)
 - Assistant Principal for Curriculum, Instruction and Assessment
 - Assistant Principals for day to day management (MS and HS)
 - Instructional Coaches, Teachers and Support Staff



Academic Program

ASFM offers an educational program for grades Nursery through 12th grade. The Preschool is composed of Nursery and Pre-Kinder. The Elementary School includes Kinder-Grade 5. The Middle School includes grades 6-8. The High School includes Grades 9-12. The Mexican Bachillerato program is a six-semester program that corresponds to Grades 10-12.

It is our purpose to provide each student with a learning environment that is both challenging and rewarding; one that encourages discovery and the development of special talents, abilities, and interests in academics, athletics, citizenship, and the arts; one in which the teacher serves as a facilitator and catalyst to learning as well as a source of knowledge. It is our goal that in this environment each student will learn to appreciate a diversity of opinions and ideas and will become a critical and creative thinker and communicator as well as a self-disciplined and positive member of the community.

The ASFM curriculum shall reflect the following guideline:

- The curriculum shall be modeled after best international practices.
- The curriculum in each subject area should reflect a coherent, orderly progression through the grades.
- The curriculum should be continually reviewed by the professional staff to ensure that it meets the needs of our students and to constantly upgrade and improve the course of study.

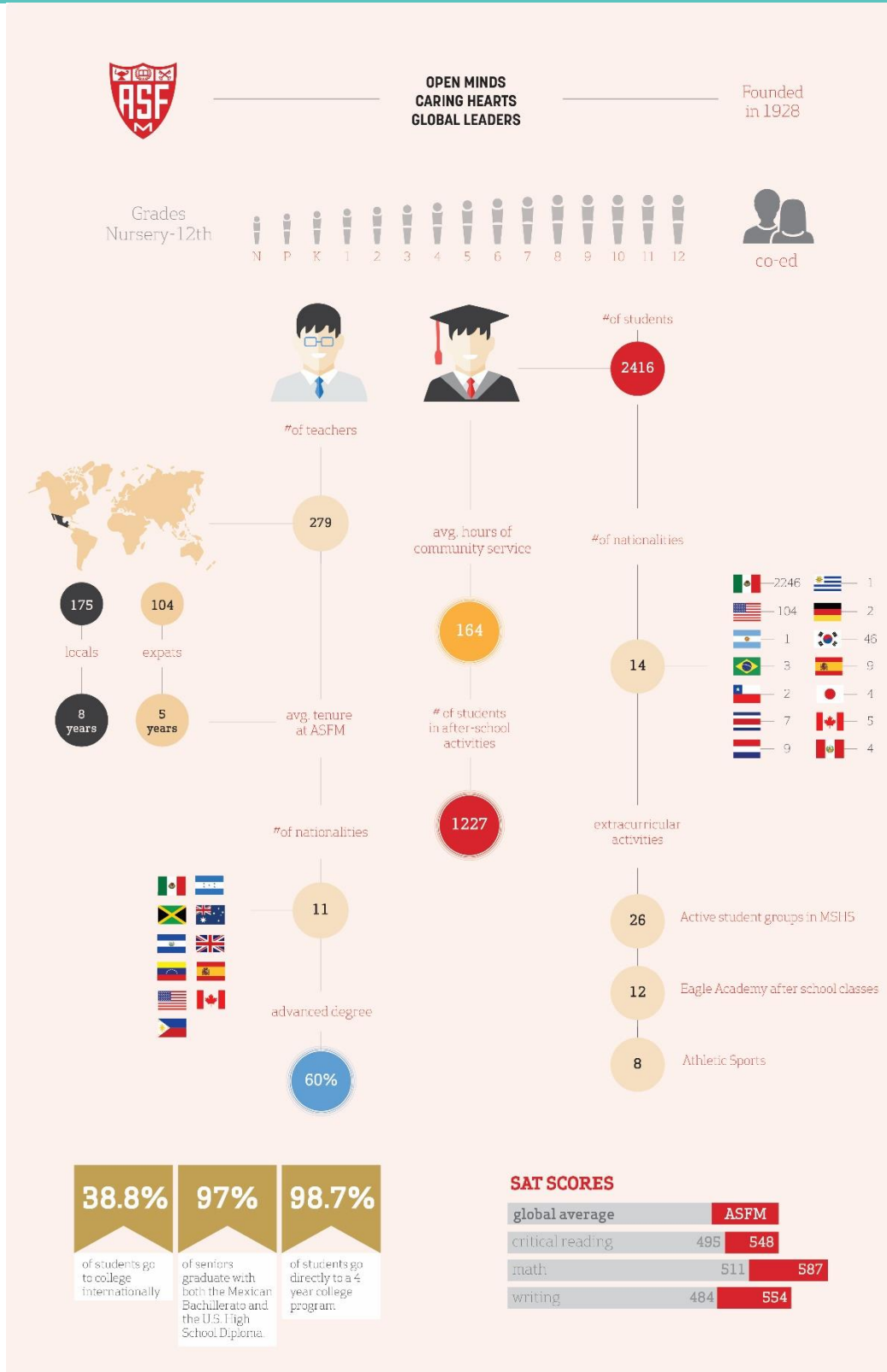


Curriculum development is the responsibility of the entire academic staff, but the leadership and coordination of the development process is the special task of the Head of Innovation and Learning in conjunction with his or her staff.

ASFM offers a demanding college preparatory program modeled after current international educational trends and methodologies that fosters open minds, caring hearts, and global leadership, serves a diverse population and prepares all students through an innovative, inclusive, and intensive program focused on engaging and enabling students to achieve their individual potential in citizenship, academics, athletics, and the arts.

ASFM is licensed to operate as a private school in Nuevo Leon, Mexico, and is subject to the regulations of the Secretary of Education of Nuevo Leon and local and federal legislation that are applicable to private schools.

Community



Professional Qualifications and Qualities Sought

Reports to: ELEM Head of Campus

Preferred Qualifications and Qualities:

- Minimum of a Master's degree in Education; preferably in Curriculum and Instruction
- Minimum 5 years of work experience in curriculum development
- Minimum 5 years of successful teaching experience in a preschool or elementary setting
- Clear understanding of US based educational programs and curriculum, the Common Core State standards and Next Generation Science Standards
- Experience in administration in a preschool, primary, or elementary school setting
- Experience embedding innovative practices into curriculum, assessment, instruction and technology integration
- Knowledge of and experience with norm-referenced assessments especially including MAP
- Working knowledge of Response to Intervention, Balanced Literacy and Constructivist approach to learning
- Guided by a solid philosophy of education aligned with the school's mission, vision and philosophy
- Works collaboratively, positively and effectively with the school leadership team and teacher teams
- Effective listener and an articulate speaker and writer
- Communicates enthusiasm and spirit for the school and school's academic processes
- Models a growth mindset and system thinking
- Understands a variety of learning styles and promotes a variety of teaching styles
- Shows flexibility by being able to assess, analyze, and adjust programs
- Demonstrates strong organizational skills and initiative
- Student focused
- Proven and effective interpersonal and communication skills with students, teachers, staff and parents



Duties and Responsibilities:

- Identify and implement practices that ensure optimum levels of student achievement in conjunction with the Head of Learning and Innovation, the ELEM Campus Director and Leadership Team.
- Assist with the adoption and curricular development of new standards
- Lead, monitor and assess the implementation of established curriculum.
- Model and assist with best practice curriculum design, instructional programs and research-based practices
- Lead data analysis team in conjunction with the data analysis done by principals and teacher teams.
- Share best practice research and methodologies with teaching staff.

- Oversee the review, adoption and purchasing of resources, textbooks and other instructional materials in conjunction with the Leadership Team and Department Heads.
- Lead the staff in professional development activities and oversees professional development budget in conjunction with the Elementary Campus Director.
- Liaise with Technology Integration Department in planning of targeted professional development.
- Leads standardized testing protocols for MAP and CogAT.
- Work with the administrative team to analyze data with the purpose of improving instructional programs.
- Assist with new staff orientation and all staff August workshop.
- Supervise and evaluate instructional coaches, curriculum department personnel and teachers.
- Attend administrative team meetings as requested by the Elementary Campus Director, Head of Learning and Innovation, and Superintendent.
- Promote a positive school culture among faculty and students.
- Provide in-service or resources for teachers and parents on various curriculum topics.
- Represent Elementary School in N-12 curriculum alignment dialogue and implementation.
- Perform other duties and responsibilities as determined by the ELEM Campus Director.
- Support teachers in meeting the educational needs of all students and support ASFM vision, mission, strategic plan, and school goals.
- Abide by and support ASFM school policies, procedures and administrative decisions.
- Report to Elementary Campus Director for overall support, supervision, professional growth and other topics.

Desired personal characteristics:

- Strong communication skills
- Experience with and knowledge of Latin American culture
- Comfortable with the Spanish language (fluency in Spanish not necessary)

SALARY AND BENEFITS:

Salary and benefits are competitive and will be dependent upon the qualifications and experience of the successful candidate.



Application Instructions

Effective date: August 1, 2018

Application Deadline: October 31, 2017

ISS Vice President for Administrative Searches, Dr. Beth Pfannl, will serve as the lead consultant for The ASFM Assistant Elementary Principal for Curriculum, Instruction, and Assessment search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is October 31, 2017, however, the Head of School 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) and copy Ashley Wotowey (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 ASFM reserve the right to close the selection process at any time if an ideal candidate is found.*