



INTERNATIONAL SCHOOLS SERVICES

Making a world of difference

Administrative Search Announcement

Founding Head of School
Sias International School

Zhengzhou, China

Application Deadline: March 1, 2018

Background

ISS is pleased to announce that it is partnering with Sias University in Zhengzhou, China to open the city's first international school for foreign students: Sias International School. ISS is conducting a global search for a Founding Head of School to lead the opening of the school.

The School

The new K-12 school will provide high quality English language Western education to foreign students, including boarding students. The school will emphasize rigorous education, innovation, creativity, and the comprehensive development of students. The school is scheduled to open in August, 2019.



The Sponsors

Sias University, located just outside the city, is a leader in international and liberal arts education in China and will sponsor the school. The school and its staff will enjoy access to numerous resources and enhancements through the school's relationship with the university.

As a part of the network of ISS schools in China and around the world, the school will enjoy support from the ISS Asia Pacific Office and connections to resources and training available through ISS, its schools in the region, and Level 5 (the ISS sponsored innovation and creativity hub in Shenzhen).



The Community



The City

Zhengzhou is the capital of Henan Province and sits at the “center of heaven and earth” at the location of China’s earliest civilization and the ancient and modern crossroads of China. Zhengzhou is an emerging international business center, enjoying significant new growth and development.

Candidates should watch the introduction video to [the Henan Province of China](#) to gain a better perspective and understanding of Zhengzhou.

The Campus

ISS and Sias are partnering with the city to develop a modern, beautiful educational facility with state of the art technology, well designed and innovation-friendly learning spaces, and generously appointed activity venues. The school will have excellent venues for libraries, activities, team sports (including an indoor swimming pool), performing arts, and maker spaces. The school will also have opportunities to enhance its programs through access to and partnerships with the facilities, staff, and resources of Sias University, a leader in liberal arts education and innovation in China.

School Program of Learning

The school will offer a comprehensive, coeducational, college preparatory educational program, utilizing North American learning standards. High school students will participate in the Advanced Placement Program of the College Board. Secondary students will have the option of boarding at the school.



The Position

Working closely with the ISS Senior Leadership Executive and the ISS Asia-Pacific Office, and utilizing the well-established ISS protocols for new school startups, the Founding Head of School will advise on the fitting out of classrooms and facilities, help develop the full scope of the school's programs, and administrative processes and structures. The Head of School will help design and execute marketing and admissions processes, recruit new staff, and carry out other related processes to prepare the school to open in August 2019.

Qualities Sought

- A visionary and inspirational leader
- A confident, collaborative decision-maker
- An outstanding communicator
- A leader with strong interpersonal skills
- A leader with strong financial, organizational, HR, marketing, and management skills

Experience Sought

- Experience in school development including curriculum, facilities, finance, communications/marketing, and staffing; experience with school startups would be helpful
- Experience in school accreditation
- Experience with strategic and project planning and execution
- Resilience and commitment in achieving goals
- Proven success in recruitment in an international setting
- Experience with American curriculum and the AP program
- Proven experience and success as an instructional leader
- Experience with and a commitment to innovation and technology in education



Academic and Professional Qualifications Preferred

- An advanced Educational Degree, with a credential in Administration
- Previous successful experience in executive or administrative roles, particularly as school director or similar role
- Oversees experience and particularly experience in China



Salary & Benefits

An initial, multi-year and renewable contract offers a regionally competitive package of compensation and benefits commensurate with the responsibilities of the position.

Application Instructions

Effective Date: August 1, 2018

Deadline: March 1, 2018

ISS Vice President for Administrative Searches, Dr. Beth Pfannl, will serve as the lead consultant for the Sias International School Founding Head of School search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is March 1, 2018, however, ISS 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 ISS Asia-Pacific Office. 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 SIS reserve the right to close the selection process at any time if an ideal candidate is found.***

