



Making a world of difference

**ISS Administrative Searches is pleased to announce...**

## **American Embassy School (AES)**

*New Delhi*

### **Seeks Admissions Director**

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**The American Embassy School (AES) in New Delhi seeks an experienced, passionate Admissions Director** to contribute to building a school culture that is world renowned for student engagement and learning results, and for the welcoming, nurturing spirit of its collaborative community. AES is celebrating its 65th year of education to the international community in the diplomatic and cultural capital of Incredible India.

*Our mission: AES provides a balanced education defined by a joyful pursuit of excellence in academics, athletics, arts and service. We enable each student to be an inspired lifelong learner and a responsible, compassionate global citizen.*

The school serves families from diplomatic missions, multinational businesses, NGOs and other international organizations. There are 1,200 PK3 to Grade 12 students from 55 nationalities enrolled in the school. Approximately 25% of our families are new every year.

The Admissions Director will lead and continuously develop the school's processes for attracting and retaining families and enrolling students who are well-matched to our programs. Partnering with the Director, Principals and the Marketing-Communications Manager, the Admissions Director will successfully tell AES Delhi's unique story and value to prospective students and parents in the Delhi region and to internationally mobile families who are considering a post in New Delhi. The successful candidate will have the opportunity to enhance the school's enrollment management strategies as we maintain our top-tier position in an increasingly competitive international education market in Delhi.

### **Preferred Qualifications**

The ideal candidate will demonstrate the *joyful pursuit of excellence* when working with students and families. The Admissions Director will be an inspiring speaker, writer and presenter, with an infectious passion about AES Delhi's mission, educational philosophy and programs and for living in India. S/he will also have three or more years of demonstrated success with international school or private school admissions, and strong relationships within the network of admissions officers and within related professional associations.



## Compensation and Conditions

AES offers the opportunity to work in a vibrant community where educators are committed to students through the lens of our mission and values. Overseas-hired professional employees enjoy benefits that include comprehensive global health coverage, generous retirement contributions, annual round trip airfare, professional learning allowance and tuition remission for up to two children. Some benefits will not apply for locally-based hires. Compensation for this position will be highly competitive.

The position will begin in July, 2018 and will be based on an initial, two-year renewable contract. The contract is 192 days.

## About the American Embassy School

The American Embassy School (AES) is a not-for-profit, independent international school located in the heart of the diplomatic community of New Delhi, India. Since 1952, AES has served Pre-Kindergarten through Grade 12 students from the United States and other nations. Covering more than 13 acres in the diplomatic suburb of New Delhi, AES is more than a school. It is a true community center for the expat population in Delhi.



AES is accredited by the Middle States Association of Colleges and Schools and is authorized to offer the IB Diploma. We are also a member of the Near East/South Asia Council of International schools (NESA). Sports, Fine and Performing Arts, Forensics, MModel UN and other student learning experiences with similar international schools are a part of our Middle and High School programs. We offer a curricular program that is rooted in current educational research, is vertically aligned and articulated, and is

standards-based. The academic standards we use to develop our curricular programs are American and internationally based and include the Common Core State Standards (CCSS), American Education Reaches Out (AERO), International Baccalaureate (IB) Diploma Programme, College Board Advanced Placement, and other subject-specific standards. In addition, we emphasize the rich history and culture of our host country, India.

Students and their needs as learners are at the heart of our strong educational program. We collaborate to provide our students with a challenging, yet supportive learning environment that is differentiated to meet the needs of all of our students. At the American Embassy School we strongly value the whole-child and research supporting best practices in education. The school's motto—***Enter to Learn. Leave to Serve.***—reflects the deep commitment to encouraging and supporting student-driven voluntary service.

**Motto**

*Enter to Learn. Leave to Serve.*

**Mission**

The American Embassy School provides a balanced education defined by a joyful pursuit of excellence in academics, athletics, arts and service. We enable each student to be an inspired lifelong learner and a responsible, compassionate global citizen.

**Identity**

AES serves Pre-Kindergarten through Grade 12 students from the United States and other nations. We provide an exceptional American education with an international perspective.

**Core Values**

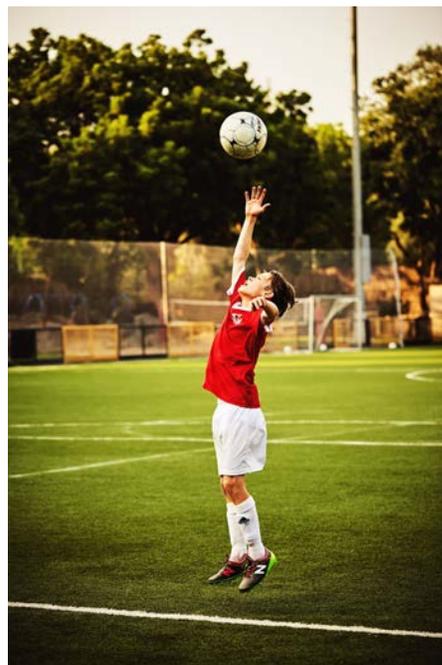
We believe that everyone:

- has intrinsic value
- needs safety, trust and respect
- is responsible for his or her choices
- learns and grows through challenge
- lives more meaningfully when pursuing his or her passions
- thrives in an environment of honesty and integrity
- is enriched by diversity
- is strengthened through service
- flourishes in a community that is caring, collaborative and nurturing
- has the power to create a more peaceful world

**Commitments**

We are committed to:

- nurturing the intellectual, physical, social and emotional development of each student
- fostering each student's potential to achieve and to make a difference
- helping students make transitions to, within and from AES
- developing a service ethic and practice
- protecting nature and the environment
- improving student learning through research, reflection and innovation
- practicing transparent and collaborative decision-making while maintaining effective governance



The following documents will provide candidates with an overview of the school's programs, facilities and results:

- [Elementary School Profile](#)
- [Middle School Profile](#)
- [High School Profile](#)
- [Annual Report 2016-17](#)
- [Virtual Campus Tour](#)

## Search Process

Interested candidates should apply directly to the school website on the Vacancies page at [careers.aes.ac.in](http://careers.aes.ac.in) as early as possible. Inquiries can be directed to [recruitment@aes.ac.in](mailto:recruitment@aes.ac.in). Candidates should submit a cover letter, résumé and a statement of how their experiences and skills match the values and needs of the school as described above.

The school reserves the right to close the selection process at any time if the right candidate is found. The review of files will begin as applications are received. Skype interviews of selected candidates will take place on a rolling basis and can be scheduled at any time after applications have been received.

*The best reason to join the AES staff...*





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## ISS Administrative Searches is proud to assist American Embassy School with their search for an Admissions Director.

### Application Instructions:

Interested candidates should apply directly to the school website on the Vacancies page at [careers.aes.ac.in](https://careers.aes.ac.in) as early as possible. Inquiries can be directed to [recruitment@aes.ac.in](mailto:recruitment@aes.ac.in). Candidates should submit a cover letter, résumé and a statement of how their experiences and skills match the values and needs of the school as described above.

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***All application materials should be sent to the school as directed, not to ISS.***  
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