



# INTERNATIONAL SCHOOLS SERVICES

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Making a world of difference

## **ISS Administrative Search Announcement**

**Director 2018**

Riffa Views International School  
Manama, Kingdom of Bahrain



## Overview of School

Riffa Views International School (RVIS) is an International Schools Services (ISS) managed, private, not-for-profit, college preparatory day school. The campus, completed in 2008, is beautiful and has been built to the highest architectural standards. The school is situated on a 15-acre campus in Riffa Views Signature Estates – a 1,000-unit gated golf community containing a Colin Montgomerie designed PGA level golf course. The school opened in September 2008 in grades Pre-Kindergarten through Grade Five and held its first

graduation in June 2016. The medium of instruction is English with all students taking Arabic as part of their academic program. The school offers an American curriculum and the International Baccalaureate diploma or American diploma upon graduation. RVIS is accredited by the Council of International Schools and Middle States Association of Colleges and Schools and has been recognized by the **National Authority of Qualifications and Quality Assurance for Education and Training as an outstanding school**. Based on current research on single gender education in the United States, and the cultural traditions of the host country, classes in the secondary program are single gender. However, secondary school students operate in a co-ed environment when they are not in the classroom (before school, lunchtime, after school, field trips, etc.).

## The Community

Bahrain is a modern, moderate country with a tradition of multicultural tolerance and acceptance. Bahrainis are widely regarded as the most friendly and accepting people in the Gulf region. The population of Bahrain is currently over one million people of which 50% are expatriate. The business language of Bahrain is English and is spoken widely throughout the country. Living in Bahrain is very comfortable with a wide range of international quality restaurants to choose from as well as outstanding shopping opportunities. Cinemas and American satellite television programs are widely available as is high speed internet access. Consumer goods from around the world are plentiful. From November to April the climate in Bahrain is pleasantly warm and sunny with cool evenings. The school is located in a gated golf community called Riffa Views Signatures Estates in the Riffa municipality. The estates are a 20-minute drive from the capital of Manama. Riffa Views Signatures Estates contains four restaurants, a country club and golf club all within a five-minute drive from faculty housing.

## Mission Statement

Riffa Views International School is a non-profit, college preparatory school committed to implementing the best educational practices from around the world, while being sensitive to local cultural values. We strive to be a community of learners engaged in becoming intellectually adept, technologically proficient, and ethically guided contributors to a global society.

## Mission & Values

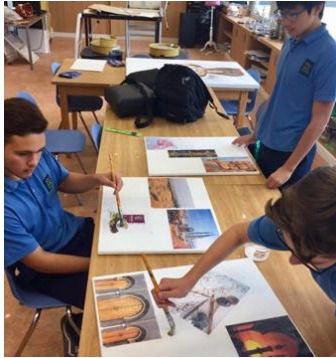
The mission of RVIS is to bring to Bahrain a school that reflects the highest standard of international education that prepares students academically for positions of leadership while inculcating multicultural understanding and a sense of service. We seek to develop well rounded students with the social competencies necessary to be successful collaborators in an interdependent global community.

## Philosophy

### We Believe:

- That a cooperative partnership between all stakeholders: students, teachers, parents, administration, and community, strengthens education.
- That qualified faculty members who are infused with enthusiasm, teamwork, camaraderie, a sense of purpose and school pride, are essential to create and maintain a positive school climate conducive to learning.
- That educators and the school institution must continuously evolve and adapt in response to an ever-changing world and the advancement of new technologies and practices in the field of education.
- That a safe and supportive school environment which promotes kindness, compassion and mutual respect is conducive to optimal learning and emotional growth.
- That schools increase their effectiveness when the needs of learners are given primacy in all educational decisions.
- That a relevant, engaging curriculum encourages active participation and promotes lifelong learning.
- That differentiated instruction founded on research based best practices, supports, and encourages the academic, emotional, aesthetic, and physical development of all students. That key components of a quality education are the universal character traits of honesty, integrity, compassion, responsibility, and respect.
- That schools foster global citizenship in students by promoting respect for diversity, demonstrating religious and cultural acceptance, teaching the local culture and language, and celebrating the world's national and ethnic differences.
- That students' needs are best met in a technologically rich environment staffed by teachers adept at the integration of technology in the learning process.
- That schools have a responsibility to instill environmental awareness and to provide opportunities and encouragement for students to become actively involved in local and global stewardship.
- That schools have a responsibility to engage students in ongoing community service in order to promote citizenship and empathy for others, and to develop positive self-esteem.





## The School

### Campus and Facilities

The school campus covers approximately 15 acres. The two-story library contains approximately 19,000 volumes. The school also enjoys a cafetorium, 5 science labs, 2 gymnasiums, 25-meter swimming pool, wading pool, secondary cafeteria, infirmary, 6 tennis courts, aerobic dance studio, life fitness room, purpose built band and choral rooms, and a large artificial turf field.

### Students

As of May 2017, the current enrollment of 420 students includes 40 nationalities with 40% of the student population coming from Bahrain. American/Canadian students comprise an additional 20% of the population. European students account for 10% of the student body with 30% of the population coming from other countries. Diversity of race, religion and culture are highly valued at RVIS as they enhance the educational experience of all students.

### Curriculum

Riffa Views International School has a U.S. style, college preparatory curriculum that reflects current research based best practice. Our program is student centered and differentiated. Curriculum, assessment, and reporting are standards based. The curriculum is articulated using Atlas Rubicon curriculum mapping software and assessment. A. Our overall curriculum has been developed in conjunction with ISS and designated as the model for future ISS American curriculum startup schools. Riffa Views International School is a College Preparatory school based on U.S. and International Standards. Starting in 9th grade, the students are introduced to a rigorous and supportive academic program. It begins to prepare them for the International Baccalaureate Diploma Program in their 11th and 12th grade years. As students wrap up their 10th grade year, they have the opportunity to select from three different graduating paths: a U.S. equivalent diploma, IBDP Certificate, or IBDP Diploma.

### Faculty and Administration

The RVIS faculty and staff is comprised of 85 members. The school employs 62 teachers inclusive of two counselors. There are six administrative staff. The professional staff is supported by 11 paraprofessional staff. All teachers are certified and 65% hold Masters degrees. The overseas hire faculty comprises 50 of our 62 teachers and the average years of prior teaching experience in our faculty is 15 years.

### Governance

RVIS is governed by a self-perpetuating six-member Board of Trustees. Three Trustees are representatives from Arcapita Bank and currently the CEO of Arcapita is the Chairman of the Board of Riffa Views International School. One member of the Board of Trustees represents the Bahrain Ministry of Education, one

member represents International Schools Services and one member is drawn from the parent community. The Board of Trustees meets four times a year.



### Position Overview

The Director is responsible for the overall operation of the school and reports to a six-member Board of Trustees. All other personnel report to the Director or his/her representatives and all personnel decisions are taken by the Director, or by those to whom he/she has delegated specific authority. The Director oversees the preparation of the budget for board approval as well as all school policies and is responsible for their implementation. All advisory councils within the school governance include the

Director or his/her representative. The Director is the legal representative of the school and in that role, represents the school to any governmental entities, or other groups and associations. It is the responsibility of the Director to communicate the school's mission and vision to its constituents, to evaluate the school curriculum and to lead school improvement efforts.

#### Required Qualifications:

- Graduate Degree
- Previous successful experience as a teacher and principal

#### Preferred Qualifications:

- Certification in administration
- Previous successful experience as a Director/Head of School
- Previous international experience
- Previous experience working in the Middle East
- Ph.D./Ed.D. degree Experience with facilities development

**Personal Attributes / Characteristics:** An enthusiastic, passionate, and inspiring leader who instills a sense of purpose, commitment and community in those he/she leads. Strong interpersonal and communication skills, both written and verbal. A passionate commitment to excellence. Someone who celebrates cultural diversity as well as the host country culture. Someone who possesses the ability to support and seek understanding and compromise between differing cultural constituencies. A person able to generate trust among all constituent groups and to develop a shared vision for the school and to passionately communicate the school's mission and goals. Someone who is visible, approachable, non-threatening open minded, flexible, fair, consistent, with a high energy level and strong work ethic. A good listener and a collaborative leader receptive to input from a variety of constituent groups. A problem-solver who is able and willing to delegate - and to follow up. Someone current in terms of curriculum, educational research and trends and comfortable with technology and a supporter of innovative educational practices. A person with a sense of social responsibility and a willingness to develop and support community service programs and environmental

programs in the school. Someone capable and willing to make difficult decisions when necessary. Someone who can provide competent oversight of the business processes of the school and represents the school well to the greater school community – the local government, and to the business and diplomatic communities

## Salary and Benefits

The salary will be competitive and will be commensurate with the qualifications and experience of the successful candidate.

## Application Instructions

### Application Deadline: July 14, 2017

Dr. Beth Pfannl, ISS Vice President for Administrative Searches, will serve as the lead consultant for the RVIS search. She will be assisted by Ms. Ashley Wotowey, ISS Administrative Search Coordinator, and other members of the ISS staff.

Semifinalist candidates will be identified by ISS and forwarded to the Search Committee. Applicants should follow the instructions below to complete the new ISS “Quick App” for administrative searches. The Quick App ensures candidate profiles are presented to the Board in a uniform and consistent manner.



### Current ISS candidates:

- 1) Draft a formal **letter of interest** (cover letter) specific to this 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))
- 5) **\*\*\*Please only submit the required letter and CV**, all supplementary materials will be uploaded to your online documents via your ISS dashboard.
- 6) Your complete ISS file will be made available to Dr. Pfannl upon receipt of your letter and CV.

### New and Returning ISS candidates:

- 1) First complete the steps above to submit your formal letter of interest and CV
- 2) Await application instructions

### ALL Candidates:

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

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