

Academia Cotopaxi American International School in Quito, Ecuador
Seeks a
High School Principal
(Grades 9-12)

Effective August 2020

Academia Cotopaxi American International School in Quito, Ecuador, is announcing the opening for High School Principal to lead Grades 9 to 12. Academia Cotopaxi is a well known International School celebrating its 60th anniversary this year. It is one of the longest established IB Diploma schools in the region. The next Principal will continue our High School's mission of valuing diversity, collaboration, innovation and excellence that inspire empathetic and ethical future leaders. Ecuador is one of the most ecologically diverse countries in the world and offers excellent travel opportunities from its Pacific coastline beaches, Andean mountain range, Amazon rainforest, to the world famous Galapagos Islands. Within this incredibly beautiful setting Academia Cotopaxi is a warm, inclusive school community with a highly professional faculty, staff, and supportive leadership team,

Academia Cotopaxi continues its journey of transformative education, where everyone is empowered to be a lifelong learner, technology is an integral part of learning, cross-cultural connections abound and meaningful opportunities for serving others and improve the world are key components. Our High School is focused on the developmental and academic needs of a diverse student body, promoting student ownership for learning, ethical and empathetic student leadership, digital citizenship and international mindedness. Our inclusive culture is committed to supporting the needs of all students, including high and low achievers, students with learning disabilities, as well as those learning English.

The ideal candidate for the High School Principalship will be one who can relate and reflect our school mission, possess a solid understanding of the developmental needs of High School students, enjoys building relationships with students, parents and staff, and welcomes working constructively alongside a team of exceptional educators to continue the implementation of our strategic plan. The successful candidate will have demonstrated success living in a multicultural environment and working with a diverse community. He or she will be an avid learner, interested in learning Spanish and appreciative of Ecuadorian culture. The successful candidate will be comfortable harnessing the energy and skill of a dedicated team of teachers towards contemporary approaches to teaching and learning and the integration of technology. With polished leadership and communication skills, the ideal candidate will inspire and motivate our High School community.

What we expect from a HS Principal candidate:

- Relevant advanced graduate degrees
- Previous administrative experience in a comparably sized institution
- Contemporary knowledge of educational research, important trends and best practices for High School
- Successful teaching experience with a solid understanding of developmental needs of High School students
- Experience in leading other educators towards innovative instructional practices, including active leadership for technology integration, standards-based curriculum, assessment for learning, and service learning
- Familiarity or experience with the IB Diploma program
- Experience in and adaptable to living in a multicultural environment and working with a diverse community
- Excellent interpersonal, communication, and presentation skills
- Creative, alternative thinker, open to new ideas and different perspectives, solution-focused, risk-taker
- Bilingual abilities preferred, but not required (English and Spanish)
- Interest in learning Spanish and about Ecuadorian culture
- Able to bring respect, empathy, and humor to difficult situations

What we offer to a HS Principal Candidate:

The initial contract is for 3 years, renewable by mutual agreement. A local contract will need to be signed upon arrival as per Ecuadorian regulations.

- The salary will be competitive and commensurate with the qualifications and experience of the successful candidate.
- Yearly allocation for Professional Development
- Annual Housing Allowance
- Retirement plan
- Tuition for up to two (2) dependent children
- Shipping Allowance
- Yearly Summer Travel Allowance
- Re-signing Bonus
- Annual Home Leave
- Life and Health Insurance with International coverage
- Cash bonus card
- Interest-free vehicle loan the first year of the contract
- Bereavement, maternity/paternity and sick leave
- The chance to live in one of the most beautiful and diverse countries in the world with an ideal climate year-round.

Interested applicants should submit the following:

- Cover letter, not to exceed 2 pages, including the reason for your interest in this specific position
- An up-to-date resumé not to exceed two pages
- Statement of leadership philosophy, not to exceed two pages
- A list of at least 3 references, including current or past supervisors, (with phone numbers and email addresses)
- Candidates are also encouraged to send letters of reference already in their possession and/or an up-to-date college or university placement file.

Please submit the documents directly to

Robert van der Eyken, Director, at rvandereyken@cotopaxi.k12.ec. And copy to Gina Del Hierro, Director of Human Resources at gdelhierro@cotopaxi.k12.ec

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SCHOOL DESCRIPTION AND INFORMATION

School Mission:

We are an English language-based international learning community that values diversity, embraces a culture of collaboration, innovation, and excellence, and inspires empathetic and ethical student leaders.

Core Value Statements:

Individual:

Internal motivation drives lifelong learning.

Creativity is an integral part of excellence.

Fulfillment is realized by cultivating rigor and balance.

Challenging yourself and adapting to change is necessary for personal growth.

Community:

All people have intrinsic value and potential.

Integrity and commitment build trust.

Global:

We are responsible for being informed global citizens who understand and affect positive change.

Strategic Objectives:

To live up to our core values and achieve our mission, we will:

1. Embody our school values within a professional culture that is inclusive, respectful, and responsive to all. (School Culture)
2. Recruit, develop and retain the highest quality of faculty and staff who contribute to a continuous learning and professional environment that drives excellence. (Faculty and Staff)
3. Utilize innovative practices to personalize learning, ensuring that all students achieve excellence and take ownership for their learning. (Teaching and Learning)
4. Continuously integrate cutting edge technology to purposefully extend learning and sustain innovative practice while instilling its responsible use in our community. (Technology)
5. Ensure that our policies, procedures, and communication support our mission within a culture of professionalism, accountability, and transparency. (Organizational Development)

School Description:

Academia Cotopaxi American International School is a private, independent, coeducational American international day school serving 840 students from 12 months old through Grade 12. The school was founded in 1959 and is accredited by the New England Association of Schools and Colleges, as well as the International Baccalaureate Office in Geneva, recognized by the Ecuadorian Ministry of Education and is a member of the Association of American Schools in South America (AASSA). The top two nationalities enrolled are Ecuadorian and American, as well as students from 41 other nationalities. The International Baccalaureate (IB) Diploma is offered in the high school and the IB Primary Years Program (PYP) is offered in the elementary grades, while the Middle School offers a US-based curriculum. The school has two campuses – the Cumbaya campus is home to a bilingual early childhood program called IMAGINE, for students aged 18 months through 5 years old, and the Quito campus houses students in Pre-Kindergarten through Grade 12 as well as a branch of the IMAGINE program. The 15-acre Quito campus was constructed in 1991 and includes 75 classrooms, a library, a large auditorium, music complex, indoor pool, gymnasium, covered courts and a soccer field, two cafeterias, 3 art rooms, a Black Box Theater, three playgrounds and a large parking garage. There are 90 faculty members, half of whom are foreign nationals and half are host-country nationals.

Location:

Ecuador is one of the most ecologically diverse countries in the world and offers excellent travel opportunities with its Pacific coastline beaches, the Andean mountain range, Amazon rainforests, and the world famous Galapagos Islands. Quito is a beautiful city, surrounded by mountains and volcanoes. The historic center was the first city in the world named as a World Heritage Site by UNESCO. The city has a population of 2,200,000. At 2,850 meters (9,350 feet), it is the second highest capital in the world that enjoys a spring-like climate year-round.

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HIGH SCHOOL PRINCIPAL JOB DESCRIPTION

Position Summary: The primary responsibility of the principal is to provide leadership by serving as the instructional leader and chief administrative officer of the High School Division.

Key Areas of Responsibility:

The Principal is the educational leader of his/her division who promotes the success of all students by:

- Actively promoting the mission and core values of the school and implementing the strategic plan appropriately within their division

- Working collaboratively as a member of the Senior Leadership Team to assure overall organizational excellence in service to the mission and strategic plan
- Creating a healthy climate of collegiality, collaboration, and communication between faculty, staff, students and parents, and integration with the overall Academia Cotopaxi community
- Facilitating the development, articulation, implementation and stewardship of a program of learning that reflects best practice educationally and is supported by the school community
- Advocating, nurturing and sustaining a learning community supported by appropriate professional development opportunities
- Ensuring management of the division, its operations, budget and resources for a safe, efficient and effective learning environment
- Acting with integrity, fairness, and care, in an ethical manner, with respect for diversity

Specific Duties and Responsibilities:

To Students:

1. Build a school culture among students that is inclusive, respectful and responsive; where learning is a priority, and students value and take ownership for their own learning and strive for excellence; and where students are invested in our school community
2. Develop effective rapport and relationships with students, engaging them in maintaining an orderly environment conducive to learning
3. Engage students in developing a sense of leadership, community and pride through school assemblies, performances, games and other activities, as well as involvement in decision-making and overall school improvement
4. Ensure the physical and emotional well-being and safety of all High School students, working closely with the faculty and with counseling and special services staff to that end
5. Ensure a program of appropriate support and challenge personalized for individual student needs, including for students with learning disabilities, language learners, and those with social, emotional or behavioral needs
6. Ensure a master schedule that enables each student to receive the benefit of available programs
7. Ensure that discipline policies and practices are carried out in a fair, constructive and educational manner and are communicated to students, faculty and parents
8. Participate in the Student Referral Team and the Admissions Committee regarding concerns about individual students
9. Lead effective orientation programs for all new and returning students and their parents in conjunction with the general school orientation

To Faculty and Staff:

1. Build a healthy school culture of collegiality, collaboration, and communication between the High School faculty, staff, students and parents with a focus on learning
2. Build positive relationships with members of the High School faculty and staff and involve them in decision-making and overall divisional improvement
3. Lead professional development activities for faculty and staff focused on contemporary teaching and learning practices, technology integration, and 21st Century skills and implement the structures that will sustain a professional learning community, providing opportunities for collaboration and enhance the strengths and talents of the faculty and staff
4. Conduct observations and evaluations of the faculty and staff following the school's guidelines and policies
5. Communicate often with the High School faculty and staff through regular meetings, digital media and other tools
6. Facilitate the leadership development of Department Heads supporting their responsibility for cohesive curriculum and assessments, collecting and analysis of student learning data, reporting to parents and management of department budgets
7. Facilitate best practices in counseling, student support and intervention programs to ensure that each student benefits from the division's program

8. Lead effective orientation programs for all new and returning faculty members in conjunction with the general school orientation
9. Supervise and support the Athletic Director in implementing best practices in the athletic program
10. Supervise and support the IB Coordinator in administering the IB Diploma program
11. Supervise and support the Office Staff in providing overall organizational excellence for the division

Additional Responsibilities:

1. Approve and coordinate special activities and projects pertinent to the division
2. Communicate regularly with parents regarding divisional activities and information about student learning
3. Coordinate with the PTO to support parent learning
4. Coordinate the ordering of educational supplies and materials for the division
5. Oversee the administration and use of standardized testing
6. Oversee the maintenance and safety of student files for each student within the division
7. Supervise the maintenance of the school facilities utilized by the High School
8. Participate as a member of the School's Administrative Team and Emergency Planning Team
9. Inform the Director of major developments in the division and its programs
10. Perform other responsibilities as assigned by the Director.

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