



AMERICAN SCHOOL OF BOMBAY
Mumbai - India
seeks a
MIDDLE SCHOOL PRINCIPAL
effective August 2011
www.asbindia.org

THE SCHOOL

In 1981 a group of International parents founded the American School of Bombay (ASB) with just 12 students at the American Consulate. The idea was to offer an educational program that would help students make an easy transition from one international setting to another. As the school grew, it moved from the American Consulate to nearby residential apartments. In November of 1998 the school moved to its state of the art campus in Bandra Kurla, a Mumbai suburb.

ASB enrolls approximately 700 students, Early Childhood through grade 12 for the 2010-2011 school year. The student body is multinational consisting of 51 nationalities, including 28% Americans, 13% host country, and 59% third country nationals.

ACCREDITATION

ASB is a completely recognized international school with full accreditation from the Middle States Association of Colleges and Schools. The school is also one of a select group of IB World Schools, authorized by the International Baccalaureate to offer the IB Primary years and IB Diploma Programs. ASB is one of only two schools in India officially recognized by the U.S. Department of State as exceeding the criteria established for all ages of students to attend.

MISSION

We inspire all of our students to continuous inquiry, empowering them with the skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of others.

STUDENT COMMUNITY & CAMPUS

ASB comprises Elementary, Middle, and High School divisions. Most students are children of foreign executives, foreign consulates, multi-national companies, NGOs and government agencies.

ASB is housed in a specially designed campus in cosmopolitan Mumbai, India's premier gateway city. The modern school facility includes air-conditioning, well-equipped classrooms, wireless laptop access, premier industry standard science labs, a multipurpose gymnasium, two libraries, cafeteria, heated swimming pool, climbing wall

and playground area. The outdoor sports ground includes a soccer field, basketball, and tennis courts.

FACULTY

ASB employs a highly qualified, professionally trained team of classroom teachers, instructional assistants, support and clerical staff, two librarians and a nurse. Additionally, a pediatrician serves as medical advisor to ASB. For the academic year 2010 - 2011 there are 112 full-time and 3 part-time members. This includes 51 US Citizens, 45 host country nationals, and 22 third country nationals. 75 overseas hired teachers are employed by ASB for the 2010 - 2011 school year.

CURRICULUM

ASB students are molded into active learners, well-rounded individuals and engaged citizens who gain practical experience in the international community. The school follows a college preparatory curriculum that offers graduates an American High School diploma and/or the International Baccalaureate diploma. Our Middle School Program, grades 6 – 8, offers students a challenging and rich experience to prepare them for High School. The International Baccalaureate Primary Years Program is the instructional framework for the Middle School

SPECIAL PROGRAMS

Specialist teachers are provided for French, Spanish, Drama, Music, Art, PE, and Technology for grades ECEC (Early Childhood Education Center) through grade 12. The school provides Academic Support and ESOL to those who need it. ASB's innovative wireless laptop program is well-established in the Middle and High School where all students in grades 6 -12 use Tablet PC's as an instrument of learning throughout the curriculum. The facilities include a campus-wide wireless LAN (Wi-Fi) network. The school offers comprehensive after-school activities (ASA) and athletics programs. The ASA program includes Arts and Crafts, Cooking, Hindi, Taekwondo, and many others. The athletics program includes track and field, soccer, tennis, volleyball, basketball, badminton, and swimming. In addition, ASB actively participates in SAISA, music festivals, choral festivals, MUN and ISTA.

ORGANIZATION & STRUCTURE

The school is managed by the American School of Bombay Education Trust set up under the terms and conditions laid down by the Ministry of External Affairs, New Delhi. The school is governed by a Board of Trustees elected by the parents and faculty. The American Consul General is the chairman of the Board of Trustee's and appoints two other members. ASB's structure, curriculum methods, and general approach utilize the International Baccalaureate-Primary Years Program, Middle School Concept, and International Baccalaureate Diploma Program and Advanced Placements courses.

ACADEMIC CALENDAR

The school year runs from late July to early June. The Middle School is divided into two semesters.

OVERVIEW OF MIDDLE SCHOOL PRINCIPAL POSITION

The Principal is the instructional leader and administrative head of the Middle School. As such, the Principal has primary responsibility for overseeing the school's programs and personnel in keeping with ASB's Mission, Core Values and Objectives, school board policies, approved curriculum and administrative rules, regulations and directives. The Principal supervises the Middle School, faculty and students. S/he reports to, and is evaluated annually, by the Superintendent on objectives established jointly with the

Superintendent. The Middle School enrolls 155 students and the Principal is a senior member of the leadership team.

Preferred Qualifications

- Exceptional interpersonal, leadership and communication skills .
- Strong organizational ability and initiative.
- Relevant administrative credentials.
- M.A./M.Ed./M.Sc. degree or equivalent preferred.
- Current understanding of best practices in Middle School.
- Experience as an effective Middle School Principal preferred .
- Experience with exceptional independent or international school programs.
- Experience in a laptop school or school with effective technology integration.
- Successful teaching experience.
- International experience.

Commitment to the ASB Mission and Core Values guide his/her leadership

We inspire all of our students to continuous inquiry, empowering them with the skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of others.

We believe that...

- Each person has equal intrinsic value.
- Embracing our interdependence is vital for community to flourish.
- All people have potential for growth.
- Mutual trust and respect are essential for healthy, enduring relationships.
- People are responsible for the choices they make.
- Internal motivation is the most powerful driver of learning and success.
- A balanced lifestyle is the essence of well-being.

EFFECTIVE PRINCIPAL PROFILE

Reviewing these descriptors will give you a sense of the type of skills and attributes ASB seeks in the successful candidate.

Mission Centered Facilitative Leadership

1. Collaborative, strategic, receptive, flexible.
2. Effectively builds commitment to the ASB mission.
3. Communicates a clear sense of direction.
4. Puts the welfare of students at the center of decisions.
5. Effectively contributes to a strong parent-school partnership.

Interpersonal Effectiveness

6. Faces up to difficult situations rather than avoiding them.
7. Interacts positively with others.
8. Is approachable and accessible.
9. Demonstrates sincere concern about the needs of students, staff, and parents.

Collaborative Decision Making Skills

10. Communicates levels of involvement in decision making.
11. Demonstrates effective planning skills.
12. Genuinely seeks input from others prior to decisions.
13. Is effective in building consensus.
14. Conducts effective meetings.

General Leadership

15. Attends to details.
16. Delegates effectively.
17. Communicates straightforwardly when dealing with sensitive topics.
18. Listens openly and effectively.
19. Writes clearly and effectively.

Supervisory Skills

20. Inspires staff to strive to excel.
21. Uses data about student learning and best instructional practices to inform supervision.
22. Establishes positive relationships with staff.
22. Demonstrates competency and proficiency with technology and models continuous learning and innovation”.

KEY DUTIES & RESPONSIBILITIES

Instruction

- With support from a Coordination team, Counselor, dedicated faculty, and a part-time Assistant Principal develops, implements, supervises, and evaluates Middle School curriculum and programs.
- Responsible for 6 - 8 vertical curriculum articulation and other school-wide initiatives in collaboration with the Assistant Superintendent.
- Insures the implementation of strategic plan end results as relevant to the Middle School or assigned.
- Supervises and evaluates the effective integration of technology into the classroom to enhance, enrich, and accelerate student learning.

Students

- Ensures that all students make appropriate progress in learning.
- Ensures a safe and positive learning atmosphere.
- Ensures that disciplinary guidelines are fairly and consistently applied.
- Oversees preparation of the schedule for students and teachers.
- Ensures an effective advisory program is executed.

Teachers and Support Staff

- Ensures appropriate placement for faculty and staff.
- Provides for evaluation of faculty and staff in accordance with prescribed procedures.
- Effectively contributes to ASB recruiting.
- Uses data to improve instructional practice and maximize student learning.

Admissions

- Works closely with the Admission Director and Superintendent to establish clear guidelines and expectations for admitting new students.

Communication

- Contributes to public relations within the school community, including meeting regularly with parents, and providing written articles for the school's publications and uses a variety of media and formats to communicate, interact and collaborate with the school community.
- Ensures that parents are well informed about Middle School issues and events.

Professional Development

- Seeks and promotes faculty and staff professional development.
- Provides opportunities for professional growth.

Facilities

- Works closely with the facilities manager to supervise the use of the middle school building, materials and supplies.
- Envisions and researches the design of a school of the future, so that teachers are well resourced .

Administration

- Works in partnership with the leadership and instructional team to achieve school objectives.
- Develops and administers the Middle School budget.
- Serves and leads committees as requested by the Superintendent.
- Promotes and models the use of technology to access, analyze, and interpret school data to focus efforts for improving student learning and productivity.

SALARY & BENEFITS

The salary and benefits package is highly competitive and will be commensurate with the qualifications and experience of the successful candidate. The initial contract is for a period of three years, but the school is looking for a candidate interested in contributing beyond the initial contract.

PARTICULARS OF THE SEARCH

ASB has retained CIS to serve as consultant in its search for a Middle School Principal. All candidates wishing to apply should complete the attached forms and send, together with a letter of application and resume, to CIS. Names, addresses and day-time telephone numbers of persons CIS may contact for references must be given; these should include direct supervisors or persons in senior positions of responsibility who can validate the applicant's performance in a leadership role.

Professional dossiers may also be submitted by the candidate or sent by appointment bureaux and agencies, but the School's Search Committee reserves the right to apply directly to the writers of open testimonials for confidential statements. All enquiries and applications should be directed to the address given below.

E-mailed applications are preferred. Faxed applications can only be considered in the initial stages of processing; a hard copy MUST also be mailed by the swiftest possible means.

E-mail katesteaggles@cois.org

Box BOMBAY

Leadership Searches, Council of International Schools

21A Lavant Street, Petersfield

Hampshire GU32 3EL, England

Tel +44 1730 263 131; Fax +44 1730 268 913

Deadline for receipt of full applications: ***Friday, 1 October 2010***

- Finalists will be selected by 5 November
- On-site interviews will be arranged as soon as possible thereafter
 - The final selection will be completed by 15 December

The School reserves the right to conclude the search prior to the dates indicated above if the right candidate is found.

Council of International Schools Inc.

Registered Office: 2711 Centerville Road, Suite 400,

Wilmington (New Castle County), Delaware 19808, USA

Employer ID Number 81-0579256

Registered in England under FC 24636

VAT Number GB 816 3044 52