

Leadership Search



Director American International School of Conakry *Conakry, Guinea*

Application Deadline: September 10, 2023
Start Date: August 2024

International Schools Services (ISS) is pleased to conduct this full search.
Learn more about how ISS works with search committees around the globe to fill leadership positions.
www.iss.edu/services/administrative-recruitment

Step into an extraordinary and empowering role as the 2024 Director at the American International School of Conakry, where you'll have the chance to cultivate a nurturing educational haven, weaving the threads of knowledge through the rich cultural tapestry of Guinea, and spearhead the transformation of this dynamic institution that knows no boundaries, igniting a legacy that will shape lives for generations to come.

Position Overview

Hired and supervised by the school's Board of Trustees, the Director is delegated to supervise all school activities in line with board-established policies and the mission, values, and principles of the school. S/he organizes the School and its employees into an efficient and cooperative institution of professionally trained staff working towards the achievement of the School's mission. The Director might delegate the responsibilities below to assistants and others at his/her discretion but is in every instance responsible for the proper conduct of the School and its programs, and the welfare of its students, staff, and faculty.

The overall success of AISC is closely tied to our ability and courage to maintain a steady focus on goals developed jointly by the Board of Trustees, administration, faculty, and parents.

The Director will be responsible to the Board of Trustees and act under its direction for the following principal activities (not an all-inclusive list):

Duties and Responsibilities

Sustaining Quality Education:

The Director's main efforts are in educational leadership and supervision. S/he:

- Oversees the development, documentation, continuous improvement, and quality implementation of an enriched American curriculum meeting [AERO standards](#);
- Establishes and oversees the implementation of a sound testing program which meets curriculum requirements;
- Ensures recruitment, professional development, onboarding, and continuous supervision and evaluation of qualified teachers.

Human Resource Management:

- Supervises all matters relating to the recruitment, appointment, assignment, classification, evaluation, transfer, promotion, or dismissal of all staff members, consistent with Board Policy and approved budgets.

School Administration:

- Ensures all school administration in line with established Board Policy
- Admits, classifies, promotes, and graduates students
- Ensures adequate supervision for all school activities

- Provides leadership to the school's operational management team
- Supervises the activities of the business department.
- Ensures the management and continuous improvement of the school's facilities, their safety and security
- Provides leadership to the school's fiscal management including the establishment and implementation of sound financial procedures and administrative measures
- Prepares the school's annual budget, salary scales and tuition fees with the Finance Committee of the Board for approval by the Board.

Community Engagement:

- Establishes and maintains effective channels of and approaches to communication with students, parents, and staff
- Establishes and maintains adequate venues to ensure that both teachers and students can contribute to the school's educational program, management, and governance; and to provide feedback on the school's services and their administration.

Representation:

- Represents the school externally towards relevant government authorities, potential clients and the wider business and non-governmental community in Guinea and beyond.

School Governance:

- Collaborates effectively with the AISC Board of Trustees
- Recommends to the Board and its committees' policies, budgets and critical administrative and management decisions providing data and evidence which permit the Board to evaluate the recommendations.

Strategic Priorities

- Implements the MSA (Middle States Association) accreditation implementation plan
- Maintains the small close-knit family atmosphere of the school
- Provides a welcoming and adaptable environment for our culturally diverse population and maintain the school's environmentally friendly practices
- Continues ongoing curriculum work with a particular emphasis on developing a quality high school curriculum including expanding the AP (Advanced Placement) offerings and quality of college counseling
- Places further emphasis on the sciences, French language, and Arts programs
- Continues and encourages frequent and open communication/participation with faculty and parents
- Develops the school's facility plan to improve a quality learning environment within the boundaries of financial means and sustainability
- Effectively manages high turnover of teaching staff and board, requiring continuous establishment of effective relationships
- Continues responsive human and financial resource management in light of fluctuating enrollment rates and an improvement in financial systems, planning and budgeting

- Strengthens the school's financial reserves and financial sustainability.

Skills, Experience, and Attributes

- Master's Degree
- U.S. administrative and teaching credentials, including experience at the high school level
- Demonstrated and accomplished leadership experience in overseeing instructional and operational management within an educational institution, with a preference for prior overseas living or international experience.
- Experience working in regions commonly referred to as the Global South is valued, and a profound understanding and appreciation for the unique context of Conakry's growth and progress in the Global South are essential.
- Experience working with school boards; recruiting teachers and staff; managing a diverse team of teachers.
- The ideal candidate should possess a strong understanding of curriculum design and development, along with a sound knowledge of business, support operations, and fiscal management.
- Proficiency in French language is welcomed as it can enhance effective communication with diverse stakeholders and community members, encompassing individuals from a wide array of cultural backgrounds.
- The candidate must exhibit adaptability and appreciation for Guinea's culture and other diverse cultures, while valuing the contributions of students, teachers, families, and staff to the school community. Additionally, s/he should embrace the opportunities and challenges of leading a small international school in Sub-Saharan Africa.
- Exceptional interpersonal skills, adept at active listening, connecting people, building bridges, and earning trust.
- Fairness, consistency, and integrity in decision-making and interactions with others.
- Effective collaboration skills with individuals from diverse backgrounds, fostering an inclusive and harmonious environment.
- A positive and proactive approach in handling various situations with confidence.
- Applicants with experienced teacher spouses are especially encouraged to apply.

Salary & Benefits

Competitive and consistent with the candidate's experience and with similar positions at other schools of comparable size in the region.

Application instructions are found on the final page of this announcement.



School Overview

Founded in 1963, the American International School of Conakry (AISC) is a non-profit, tuition-based, co-educational, independent, and private international day school serving children in Pre-K through twelfth grade. Accredited with MSA, our school offers an English-language education to a small and diverse student population of about 100 students. Teaching and learning are based on the tenets of American pedagogy. The school provides an exciting and caring learning environment where a challenging curriculum coupled with a low student-teacher ratio fosters close, supportive relationships. Until 2017, AISC only taught pupils through eighth grade (13 years old), and from Grade 9th through 12th grades, AISC students were enrolled in a distance learning program through the University of Nebraska High School program. In January 2017, AISC gained its accreditation for its high school program from MSA. June 2024 will celebrate AISC's fifth graduating class of twelfth graders and its sixty-first year of operation.

Mission

To develop intellectually audacious, socially responsible citizens of the world.

Core Values

- Learning is a priority for all children.
- The learning process both nurtures and challenges.
- Learning is best in a safe and disciplined environment.
- Leveraging emerging technology and communicating in at least two world languages are essential.
- Education is a partnership among parents, the school, and the community.
- All individuals have a right to be treated with respect and dignity, regardless of the differences between them in age, gender, marital status, race, sexuality, religion, culture, language, or disability.
- Diversity matters not in and of itself, but because people matter, and people are infinitely diverse.

Accreditation

AISC is fully accredited by the Middle States Association of Colleges and Schools. AISC is extremely proud to be the only accredited school in the English language medium in Guinea. The U.S. Department of Education describes approved accrediting organizations such as Middle States as a “reliable authority as to the quality of education.” Accreditation is an external, objective validation of school quality and student achievement that fosters continuous school improvement.

AISC is a member of the Association of International Schools in Africa (AISA), which is a collaborative learning community of accredited, internationally minded schools in Africa. AISA provides targeted services and relevant resources, facilitates innovative programs, and connects people.

Governance

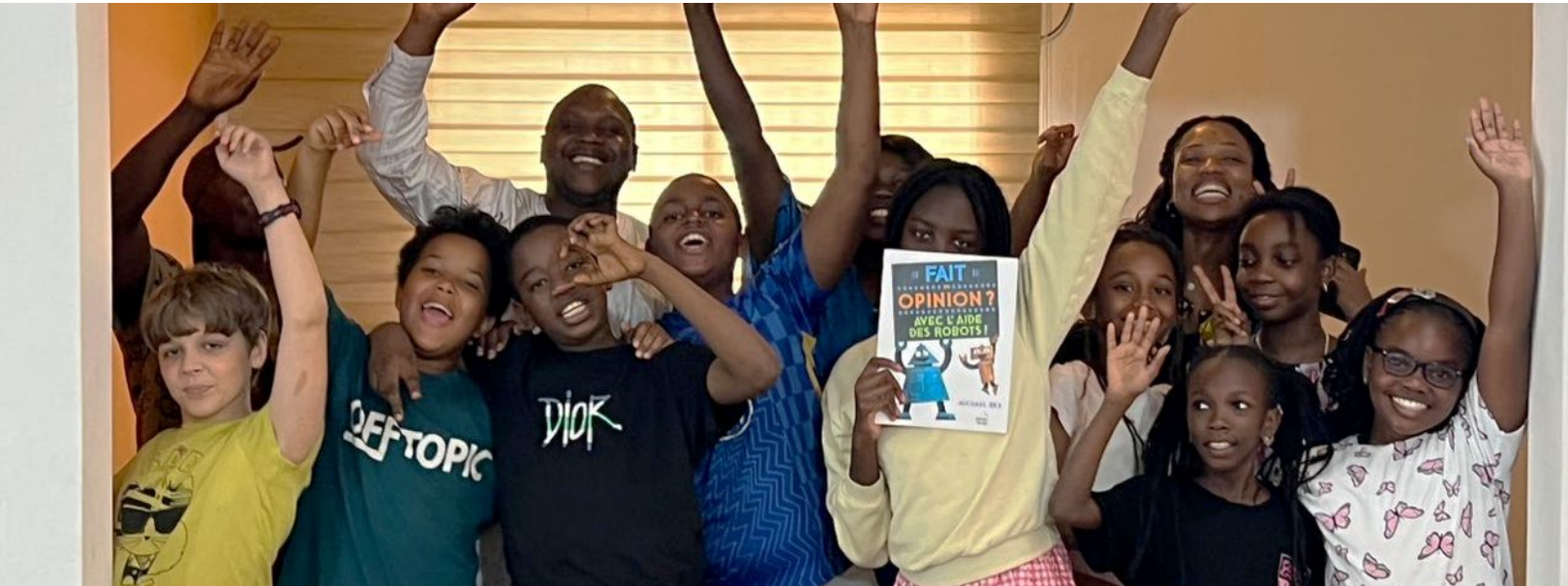
AISC is governed by a Board of Trustees with seven voting members. Six of the Trustees are elected by the Association of Parents, and one is appointed by the Ambassador of the United States to Guinea. The School Director and Faculty Representative take part in all Board meetings as non-voting members. The Board of Trustees have the duty of creating a long-term strategic vision for the school, overseeing its finances, and appointing a director.

Curriculum

AISC uses AERO (American Education Reaches Out) Standards as its curricular framework. AERO is a project supported by the U.S. State Department’s Office of Overseas Schools and the Overseas Schools Advisory Council to assist schools in developing and implementing standards-based curricula, in alignment with the Common Core initiative in the U.S. Instruction is delivered in English. French is an academic subject at all levels. Physical Education, Music, Drama, and Computer Science are integrated into the curriculum. Small class sizes and flexible scheduling at AISC allows for personalized learning experiences. With small classes, students have the flexibility to work together across grade levels and across the curriculum. Teachers collaborate on joint projects, particularly on our annual Science & Engineering Fair.

Academic Calendar

The school year runs from the last week of August to mid-June on a four quarter / two semester schedule consisting of 180 instructional days.



The Academic Program

In the primary school, grade levels are combined for both practical and educational benefits. Presently, there is a Pre-K and Kindergarten combined class; a stand-alone first grade; a combined second and third grade; a stand-alone fourth grade; and a stand-alone fifth grade. Pre-K and kindergarten classes are play based, student-centered, inquiry focused and consistent with AERO Standards. All elementary students participate in French, physical education, music, drama, and computer science.

In the Middle and High Schools, students in Grades 6, 7, and 8 can find themselves in the same class. Each student is assessed against grade standards. This year we are offering Advanced Placement courses in English, Science, Psychology, Computer Science, Calculus and Pre-Calculus. Our High School elective offerings include College Writing, Dance, Wind Ensemble, Musical Theater, Swimming, Tennis, and Singing.



Technology

Information technology is integrated throughout our curriculum. Google Classroom is used by all teachers from Grades 3 through 12. Grades 6-12 participate in a Bring-Your-Own-Device program. The school owns 20 iPads and 20 laptop computers for students in primary school to use every day. The new Computer Lab houses an additional 15 desktop computers.

Arts, Athletics, & After School Activities

Most students at AISC have several periods of physical education every week. They learn ball skills, athleticism, eye-hand coordination, game rules, flexibility, and sportsmanship at developmentally appropriate stages, through various activities. The school swimming pool, covered ballcourt, and campus playground are used daily for the physical education program.

A range of after-school fee-based activities include piano lessons, guitar lessons, and homework help. Additionally, students participate outside of school hours in gardening, basketball, Student Council, soccer, and rehearsals for the school's annual musical. There is also a Clubs Program during the school day during the second and fourth quarters of the school year.





The Community

The school community is made up of families desiring to offer their children learner-centric, inquiry-based education through the medium of the English language. Over half of our students are Guinean. The remaining students come from other African, North American, European, and Asian countries. As investment in the country increases, the school's student population becomes more diverse, enrolling dependents of embassy personnel and international companies from across the globe.

Students

The international and multicultural makeup of the AISC student body is a wonderful asset for the school. The AISC faculty has dedicated itself to providing optimal learning opportunities that consider the diverse population of the school. Class sizes at AISC are small, allowing for a close and attentive teacher-student relationship. Students are grouped together in multi-age classrooms.

Faculty

The AISC faculty consists of 17 full-time and two part-time teachers, many of whom are U.S. trained and fully certified professional educators who provide instruction in the core and specialist subjects. French, PE, Music, and Drama, and Computer Science are taught to nearly all students from Pre-K through Grade 12. Six teaching assistants provide additional support inside and outside of the classroom. AISC supports the professional development of its faculty with three hours of common planning/meeting time every Friday used for in-house peer-to-peer professional development. Additionally, AISC is a member of the Association of International Schools in Africa, leveraging copious professional development opportunities with



conferences and regional workshops. Each summer several teachers take part in the annual AERO weeklong training in Washington, DC subsidized by the Office of Overseas Schools. The school also supports faculty members wishing to participate in other professional development programs like online workshops.

Campus

Facilities & Premises

The American International School of Conakry is currently located in a calm quarter of town next to General Lansana Conte Stadium in a former U.S. Embassy compound. A variety of flowering plants and trees provide for a quiet, peaceful oasis of green in the midst of bustling Conakry. The current facility consists of four main, single-story buildings housing 12 classrooms, a Computer Science Lab, a Science Lab, administrative offices, a Nurse's Office, and faculty kitchen. Additionally, we have a small swimming pool, Music Studio in a separate building, and an air-conditioned theater / dance studio with two additional classrooms. Our outdoor tennis court is sheltered against the rain and sun and functions as a mini soccer field, basketball court, and assembly area. Additionally, we have a sandbox/play area and swings for the younger students.

Living In Guinea

The school is located in the Guinean capital city of Conakry in West Africa. Conakry is a growing city in a developing country. The increase in urban population has taxed insufficient infrastructure, resulting in traffic jams common in large cities. City-provided electricity is sporadic, so the school and many businesses and homes partially depend on fuel generators. Shopping at a colorful local market provides you with excellent quality locally grown fruits such as avocados, mangoes, bananas, and pineapples. Fairly large Lebanese and Indian communities do business in Conakry, and one can easily find authentic Middle Eastern and Indian restaurants. A growing Chinese presence has generated several authentic Chinese restaurants. Various supermarkets with French, Indian, Middle Eastern, Asian, and American goods can be found.

Follow American International School of Conakry to Learn More



Fast Facts

Year Established	1963
Accreditation Agency	Middle States of Association
School type	PK-12 co-educational day school
Language of Instruction	English
Total Enrollment	111
Lower School Enrollment	47 students
Middle School Enrollment	25 students
Upper School Enrollment	39 students
Student Nationalities	Guineans, Americans, Indians, Cameroonians, Nigerians, Ivorians, Germans, Gambians, South Africans, Zimbabweans, British, Singapore, Rwandan, Malian, Angolans, Sierra-Leonian, Malagasy, Korean
Average % Home Country Nationals	55%
Student Age Range	4-18
Percentage of Annual Student Turnover	4%
Student to Faculty Ratio	6:1
Number of Faculty	18, plus seven Teaching Assistants
Faculty Nationalities	U.S., Guinean, Zimbabwean, Gabonese, South African, Nigerian, Irish
Percentage of Annual Faculty Turnover	17%
Tuition (2023-2024) and currency	\$11,500 - \$21,000 USD
Annual Operating Budget and currency	\$1.5 million USD
Number of Board Trustees	7
Average Class Size	12

Application Instructions

Dr. Nadine Richards, Director of Leadership Searches, will serve as the lead consultant for American International School of Conakry | Director search. She will be assisted by members of the ISS Leadership Search Team.

Interested candidates must apply through the [ISS EDUrecruit portal](#). Candidates new to ISS EDUrecruit should [register](#) for an account to apply. Once logged in you will be prompted to submit the following confidential materials on or before [September 10, 2023, 11:59 EST \(Eastern Standard Time\)](#)

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory reference requests to your ISS EDUrecruit profile from the last seven years, including one supervisory referee from your current position.

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the American International School of Conakry (AISC) reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact execsearch@iss.edu.

ISS is committed to "Making a World of Difference" in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. You can read more about our commitments [here](#). ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. Our screening process is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened. International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided, and we also reserve the right to withdraw an applicant's candidacy at any time should the information be forthcoming that may suggest the candidate is not suitable to progress in the process. Hiring is contingent upon a successful background check.