

## **The International American School of Guatemala- Colegio Maya**

Seeks an Elementary School Principal

Effective July, 2018

Contract form: Full time, two year contract

Report to: School Director

### ***The School***

Colegio Maya, The American International School of Guatemala, was founded in 1958 and is a private, nonprofit, nonsectarian, coeducational day school which offers an educational program from pre-kindergarten through grade 12 for students of all nationalities. Colegio Maya is accredited by AdvancED and the Ministry of Education of Guatemala. With approximately 350 students representing 38 countries, Colegio Maya seeks to foster a community that inspires excellence in every learner by developing their unique mind, body and character to become independent value-driven citizens.



Instruction is in English with the exception of World Language classes. Secondary students are encouraged to take challenging courses, some of which are included in Colegio Maya's well developed Advanced Placement (AP) class offerings. The school year is broken into two semesters extending from the second week of August to the third week of December and from the second week of January to the first week of June.

The community truly values diversity and seeks excellence. Through educational programs and values, each student is encouraged to find his/ her own voice and to develop leadership capabilities. Beliefs are based in actions: fostering, celebrating, creating, encouraging, preparing, stimulating and affirming. "Non-negotiables" include small classes with an average size between 12 and 18 students, academic excellence, ongoing staff development, celebration of diversity, and a commitment to fostering social responsibility.

### ***Colegio Maya Vision***

*A community that inspires excellence in every learner by developing their unique mind, body and character to become independent value-driven citizens.*

### ***Colegio Maya Mission***

Colegio Maya serves a diverse international community, preparing responsible global citizens through a rigorous U.S. accredited college preparatory program. Colegio Maya develops ethical values and inspires all students to achieve their unique potential for excellence through challenging academics, arts, sports, leadership, and committed participation in social service. The Colegio Maya community holds all its members: students, parents, teachers, and staff, accountable for the success of every student.

### ***The Setting***

Guatemala City, the largest city in Central America, is located in the center highland region of Guatemala and is the capital of this fascinating country. Often called "The Land of Eternal Spring," Guatemala City, at 5,000 feet above sea level, has pleasant weather all year-round. Guatemala City is the heart of the nation's cultural, political, and commercial activities, and home to over three million people. Its architecture is a mixture of old and new, with modern buildings, Spanish colonial structures, rundown neighborhoods and ancient ruins. Guatemala's culture is a unique blend of indigenous and Spanish colonial influences. About half of the population is mestizo (known in Guatemala as ladino), with the remaining groups including people of mixed European and indigenous ancestry. Some of Guatemala's rural areas have maintained a large indigenous Mayan population with a distinct identity -- speaking over 23 different languages, following traditional religious and village customs, and continuing a rich tradition in textiles and other crafts. Other cities and rural areas are developing rapidly and are quickly becoming important manufacturing, cultural and social centers outside of Guatemala City.

### ***Campus and Facilities***

The school is located on the outskirts of Guatemala City but well within the metropolitan area. The facility includes several academic buildings which serve the early childhood, elementary, middle and high school students. The gymnasium complex includes a large multi-purpose room, four middle school classrooms and a cafeteria. Within the school facilities

there are science laboratories, a technology resource center, secondary and elementary media centers, an elementary and a secondary, computer learning center, a soccer/football field, and a covered outdoor court. The completely renovated and enlarged elementary and secondary library complex houses more than 24,000 volumes. In addition, students and faculty have access to more than 7,000 periodicals online. The state-of-the-art



Performing Fine Arts Center was opened in 2006 and provides the school with a 336 seat theater complete with dressing rooms and ample set and costume storage space. It also includes

classrooms for art, drama and music. Colegio Maya is currently embarking on a building project that will make a major impact on the learning on campus. The innovation hub will be a campus center piece focussed on collaborative, flexible, tech infused learning spaces.

### ***Students***

At the end of the 2016-2017 school year, enrollment was approximately 355 students (PK- grade 5: 163 students; grades 6-8: 85 students; grades 9-12: 107 students). Of the total, 109 students were U.S. citizens, 94 students were host-country nationals, and 152 students were third-country nationals, representing 28 other countries.



### ***Curriculum***



The School offers a complete integrated curriculum focussed on real world learning experiences. Colegio Maya is part of a global movement, the Common Ground Collaborative which focuses on deep conceptual, competency and character based learning experiences. Spanish is required for one class period daily for all students in grades 1-5. Placement in Spanish classes is determined by the student's level upon enrollment. All other instruction is in English except for world

language classes. Graduation requirements include four years of language arts, science, math, social studies, and a foreign language, as well as physical education, and electives. Presently, special services are offered for mild to moderate learning disabilities and English-as-a-Second-Language. The student activities program is considered to be an integral part of the curriculum and is treated as such by the administration and staff. The school is recognized and authorized by the Guatemalan Ministry of Education and is fully accredited by AdvancED.

### ***Faculty and Administration***

In the 2016-2017 school year, there are 43 full-time faculty members and 6 part-time faculty

members including 28 U.S. citizens, 8 third-country nationals, and 13 host-country nationals.

### ***Governance***

The School is governed by a nine-member Board of Directors elected for two-year terms by the Colegio Maya Association. Membership in the Association is automatically conferred on the parents or guardians of children enrolled in the School.

### ***Salary and Benefits***

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

## ***Colegio Maya Elementary School Principal Job Description***

### **Purpose**

The Elementary School Principal is accountable for the continuous improvement of the school in maximizing the learning of students. He/She provides leadership and management necessary to ensure the success of the school in fulfilling our values as described in the Colegio Maya Mission and Vision. The Principal works in a collaborative way to model the values of the school and build a program that meets the needs of today's learner.

### **Nature and Scope**

The Elementary School Principal has primary responsibility for the quality of the school's educational programs and professional practice of personnel between Pre Kindergarten to grade 5. The Principal supervises and promotes growth of the Elementary School teachers, support staff, and students.

### **Qualification and Experiences**

1. Demonstrated interpersonal, leadership and communication skills
2. M.A./M.Ed./M.Sc. degree or equivalent.
3. Relevant administrative credential
4. Demonstrated success as a leader in a similar international school setting ideally for Elementary School.
5. Documented understanding of Elementary School curriculum and relevant successful teaching experience ideally with inquiry based learning.
6. Demonstrated leadership and expertise in numeracy, literacy and the use of data to drive differentiated instruction.
7. Knowledge of international curricula, their delivery and assessment, and of Curriculum mapping.
8. Experienced in technology, including electronic teaching tools, and Google Apps for education.
9. An understanding of the budgetary process and financial management within a school

### **Personal Attributes and Characteristics**

- Fluency in English and excellent communication skills: written, spoken and in presentations. Spanish preferred or a willingness to learn.
- Demonstrated passion for working with elementary school students
- Outstanding interpersonal skills: a good listener with a collaborative management style
- Honesty, integrity, compassion, and a good sense of humour
- Ability to develop a sense of community and generate trust with all constituent groups
- Strong organizational and proven problem-solving skills
- Proven ability to develop and lead talented staff and high achieving students
- Ability to think strategically
- Cultural sensitivity

**He/she reports to the Director and is evaluated annually by the Director:**

### **Leadership for Learning**

The Elementary School principal will:

- Inspire excellent teaching and learning
- Build capacity of teachers as effective and influential educators and leaders
- Promote a dynamic culture of care, respect, high expectations and success
- Empower parents and families in the home school partnership for learning

Specifically the Elementary School Principal will:

- Support and model teams focused on collaboration, learning and measurable results.
- Promote 21st century pedagogies including inquiry, critical thinking and systems communication.
- Develop systems for timely, targeted and direct intervention for learning, both for students in need of support and students requiring enrichment.
- Implement, monitor and evaluate curriculum, instruction and assessment, with leadership and support teams including the use of NWEA Map data to inform instruction.
- Supervise the instructional programs of the school to ensure consistency of practice in the use of agreed instructional strategies and materials aligned with research on learning and child development.
- Maintaining the quality of the extracurricular program by ensuring that there are substantial opportunities for all students to pursue interests in each of these areas- Sports, Music, Drama, Visual Arts, etc.
- Provide opportunities for parents to engage in the learning process through parent forums, parent workshops, the Colegio Maya newsletter and student led parent conferences.
- Partner with parents and promote parent/school relationships that create the conditions in which common purposes and visions are established through the involvement of all stakeholders
- Distribute leadership and develop teacher leaders as learning leaders
- Collect and analyze a variety of quantitative and qualitative learning data which contributes to Colegio Maya's learning and strategic measures of school improvement.

## **Professional Knowledge**

The Elementary School Principal will have contemporary and authoritative professional knowledge and understanding of:

- The principles and practice of leading learning in a school
- Theories and approaches to developing and managing people
- Strategies for using resources to achieve educational outcomes

Specifically the Elementary School Principal will:

- Understand, share, and emphasize research based best educational practices. This includes a strong knowledge base of 21st Century Learning Principles, English as an Additional Language, Assessment, Numeracy, Literacy, and Differentiated Instruction.
- Understand, share and practice distributed leadership, and use collaborative structures and systems to promote high levels of professional practice for teachers.
- Know and have experience with a range of resources to promote learning. This includes the use of data base information systems, data analysis tools and collaborative protocols for collecting evidence of learning ( i.e. Advanced Ed, the ELEOT evaluation criteria, classroom observation/walkthroughs, Looking for Learning, etc.)
- Facilitate the professional growth and evaluation system for teachers and team performance. The accountability for teachers will include a formative component and ensure that individual teachers contribute generously to the programmes of activities, expeditions and performances.
- Work with the school's Middle Level Leadership to ensure that there is continuous professional development of teachers within the areas required by the relevant division. Professional development needs should be assessed in the context of the Strategic Plan
- Organizing and planning in-service training events within the relevant Elementary School and collaborating with other colleagues for appropriate whole School developments.

## **Organizational Management and Administration**

The Elementary School Principal will:

- Shape shared futures through being intentional, strategic and entrepreneurial
- Demonstrate an understanding and awareness of the school and its dynamics
- Use professional judgment to balance competing priorities
- Cultivate productive relationships and partnerships within and beyond the school
- Manage school systems and resources to achieve educational outcomes

Specifically the Elementary School Principal Will:

- Review, evaluate, and coordinate budget requests to prepare an elementary school budget for inclusion with the overall annual budget.
- Provide for communications and public relations within the school community, including meeting regularly with parents and preparing a weekly newsletter.
- Establish and maintain cooperative, positive relationships with all those encountered in the course of work.
- Oversee the selection of school leaders and evaluate their progress.

- Work in conjunction with the School Director to identify vacancies and staffing needs within Elementary School and participate in the interview process as appropriate.
- Oversee the establishment of the annual master schedule for the instructional program
- Model the Colegio Maya values and display the highest ethical and professional behavior and standards when working with students, parents and school personnel.
- Establish a professional and respectful rapport with students and with staff.
- Sets agenda and provide direction for learning focused Elementary School staff meetings and manage in-service training.
- Keep staff informed and seek ideas for the improvement of the school.
- Fulfills other duties as designated by the School Director.

### ***Procedure for Filing Application***

Interested candidates should send an application at the earliest possible opportunity, but no later than September 8th, 2017. Candidates should note, however, that in the event an outstanding applicant is identified early in the search process, Colegio Maya reserves the right to make an appointment before the deadline. For this reason, it is very important that interested candidates apply as soon as possible.

- A letter of application, no longer than two pages, explaining your strengths as a candidate and why you are interested in the Colegio Maya position
- A current résumé not to exceed two pages
- A one-page list of at least three referees with current phone numbers and email addresses
- A maximum of four letters of reference (scanned at low resolution) which may already be in your possession. (Not required)

Please note that all materials must be in a single pdf attachment of 4MB or less and sent to [mjohnston@cm.edu.gt](mailto:mjohnston@cm.edu.gt) and cc'd to [hr@cm.edu.gt](mailto:hr@cm.edu.gt) . For further information about The American International School of Guatemala- Colegio Maya, please see the school's website: [www.cm.edu.gt](http://www.cm.edu.gt)

The review of candidates will begin as soon as applications are received. Skype video interviews of candidates will take place on a rolling basis and might be scheduled for selected candidates soon after their applications are received.