



Academic Director Job Posting

Company:

International School of Arizona 9128 E. San Salvador Drive Scottsdale, AZ 85258 480-874-2326 www.isaz.org

Work Hours and Expectations:

Exempt 12-month administrative position; involves working early/late as needed; 5 weeks of yearly vacation. Reports to the Executive Director.

Minimum Qualifications:

Degree in Education or related field with teacher certification and previous teaching experience

3 Years previous management experience

Fluency in French and/or Spanish preferred

Knowledge of the French and/or Spanish Education Systems preferred

Experience with and a deep understanding of the American school system

PRIMARY RESPONSIBILITIES:

- Develop and refine curriculum, ensuring that standards are met while blending the best of the American, French and Spanish Education Systems
- Supervise, evaluate and mentor teaching staff, model excellent teaching, lead and design professional development plan and in-service programs
- Maintain existing accreditation, obtain accreditation from additional entities to strengthen the school's academic programs, policies and delivery of a quality education
- Develop and enforce policies regarding employee and student conduct
- Communicate and promote the academic program to showcase the value of ISA's educational offerings
- Support the school and its leadership, its policies and its personnel
- Serve as liaison to parents regarding academic policies and issues, and meet with parents as needed to discuss specific needs or concerns
- Handle discipline issues, in coordination with the Executive Director and Board of Directors
- Oversee all student assessment, design individual improvement plans for remediation and address other student difficulties
- Monitor educational program and delivery to ensure the highest teacher and student retention
- Procure necessary pedagogic materials
- Provide regular status reports to Executive Director and Board of Directors

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Proven success as a classroom instructor in elementary grades
- Administrative experience, including collaborative work with parents and teachers
- Leadership experience effecting curricular change, program development, and/or implementation
- Excellent communication skills, both written and oral
- Proven organization and management skills
- A collaborative leadership style
- Courage to make difficult and/or unpopular decisions, when needed
- Capable of building team morale and a shared vision
- Adept at conflict resolution
- Good listening skills
- Strong work ethic
- Familiarity with philosophies behind bilingual education
- Ability to build consensus and trust within a culturally diverse organization
- Customer-service oriented



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ADDITIONAL RESPONSIBILITIES AS REQUIRED:

For Academic Excellence

- Serve as a resource for faculty in matters of classroom management, teaching methods, and general school procedures
- Assist in recruitment and hiring of faculty
- Oversee evaluative grades, comments, and records of students
- Analyze and interpret standardized test scores, set goals and implement plan for modifications to educational program and goals for improved results
- Implement research-based methods for school improvement

For Character Development

- Design and implement programs to promote good character and citizenship
- Counsel, advise, and discipline students in close association with classroom instructors

Other

- Coordinate teacher schedules and substitution plans
- Lead teacher meetings and monitor regular grade-level meetings
- Perform other duties as assigned by the Executive Director

Ideal candidate must have excellent people skills with the ability to preserve and develop good parent and staff relationships through positive interactions and a professional manner. Must exhibit a high level of discretion and professionalism, be a responsible, self-motivated individual willing to take the initiative to perform a variety of activities while being open minded, flexible and a good team player. Looking for a life-long learner who can inspire others to perform to the best of their abilities, deliver high academic expectations and results, and nurture an environment built on respect, trust and high ethical standards.

Submit cover letter, resume, employment application and three references to Michelle Borie, Executive Director (mborie@isaz.org).

About the International School of Arizona

The International School of Arizona, founded in 1997, is a non-profit, private school emphasizing second language acquisition and bicultural learning through French and Spanish immersion programs. ISA was founded in a spirit of bringing a different cultural awareness to children of ethnically and socially diverse backgrounds. It is ISA's mission to provide its students with the fundamental tools of learning while giving them the opportunity to discover a new language and a new culture. The school offers a total immersion (Pre-school and Elementary) program which follows the standards of the French and Spanish Ministries of Education and State of Arizona. ISA currently provides Pre-School and Elementary programs and is working with other organizations to provide a path for students to continue their international education through high school.

About Arizona and the Phoenix Metropolitan Area

Known for its diverse and mild climate, Arizona offers a unique and beautiful place to live. Bordering Phoenix (5th largest city in the United States), the ISA is located in Scottsdale, which was voted the Most Livable City by the U.S. Conference of Mayors in 1993. The city of Scottsdale is consistently rated among the top cities in which to raise children and retire, and has been rated the number one resort community in America. Scottsdale is in the heart of the Sonoran Desert, it offers a sophisticated southwestern charm with breathtaking landscape, sunny skies and hospitable residents. Surrounding areas offers residents and visitors the finest in arts and culture, world-class resorts and leisure activities, and a thriving high-tech industry.

Application for Employment



International School of Arizona

Employees of International School of Arizona and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, creed, national origin, disability, gender, age or any other characteristic protected by applicable state or federal law.

1. Candidate Information

Position applying (one per application)	Full legal name (Last, First, Middle)		
Social security number	Day phone	Evening phone	Alternate phone
Street address			
City, State, Zip		Email address	

2. Education

Check the box for the highest level of education you have completed:

- Some high school
 High school graduate or equivalent
 Some college/associate/vocational
 College graduate
 Some graduate school
 Master's degree
 Ph.D. or professional degree

Name/location of institution	Degree	Major	Minor	Dates Attended

3. Employment History

Starting with the most recent position, describe ALL paid positions, military and applicable voluntary experience for the last 10 years (attach additional sheets if necessary). Highlight your knowledge, skills and abilities that best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items. Please explain all gaps in employment. **DO NOT WRITE "SEE RESUME."** ANSWER ALL QUESTIONS IN DETAIL.

May we contact your present supervisor? Yes _____ No _____

Job Title	Duties
Employer	Immediate supervisor
Address	Phone

March 2011

Application for Employment

Dates Employed From	To	Number of employees you supervised	Salary	Start \$	Date (mo/yr):
			Finish \$	Date (mo/yr):	
Reason for leaving					

Employment History (continued)

Job Title	Duties				
Employer	Immediate supervisor				
Address	Phone				
Dates Employed From	To	Number of employees you supervised	Salary	Start \$	Date (mo/yr):
			Finish \$	Date (mo/yr):	
Reason for leaving					

Job Title	Duties				
Employer	Immediate supervisor				
Address	Phone				
Dates Employed From	To	Number of employees you supervised	Salary	Start \$	Date (mo/yr):
			Finish \$	Date (mo/yr):	
Reason for leaving					

Job Title	Duties				
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March 2011

Application for Employment

Please provide any additional information you think would help us evaluate your application for employment, including training, seminars, workshops, special achievements, specialized skills or equipment operated: _____

Have you ever been terminated, fired, asked to resign or otherwise involuntarily removed from employment? yes no
 Please explain: _____

Software Skills (only list those in which you are proficient): _____

Do you have a valid driver's license? yes no

Do you have a certificate or other authorization to practice a trade or profession? yes no

If yes, please explain: _____

4. References: List names, addresses, and relationships of three supervisors not related to you who know your qualifications:

Name/Title	Email Address	Phone	Company/Relationship

5. Miscellaneous

a. When will you be available to start work? Month _____ Day _____ Year _____

b. Minimum Salary Requirement: _____ (hourly/salary)

c. Are you willing to accept employment that requires you to travel? Yes No

d. Are you able to provide your own transportation to and from work? Yes No

e. For compliance with The Immigration Reform and Control Act, are you legally eligible to work in the USA? Yes No

Note: Under The Immigration Reform and Control Act of 1986, you will be required to fill out certification verifying that you are eligible to be employed and verifying your identity.

f. Have you ever been convicted of a felony? Yes* No If yes, please explain. *A yes answer will not automatically disqualify you from consideration: _____

Class/date/location of conviction: _____

g. Are you able to perform the essential job functions of this position with or without accommodations? _____

h. Are you currently obligated to any Non-Compete or Non-Disclosure Agreements? Yes No

If yes, please explain: _____

Application for Employment

6. Certification – Each Application Requires Current Date and Original Signature

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that falsified statements on this application may be grounds for disqualification for employment or if employed, for dismissal. I authorize investigation of all statements contained herein, references from any prior employer, background checks, credit checks, or any other investigative tools to provide any and all information relative to suitability for employment to include previous employers and any pertinent information they may share, and release the Organization from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the Organization has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is written and signed by a Authorized company representative. Both the undersigned, and International School of Arizona may end the employment relationship at any time, with or without specified notice or reason.

I also understand that (1) the Organization has a Drug Policy that allows for pre-employment testing as well as testing after employment; (2) consent to and compliance with such Policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such Policy. I further understand that employment or continued employment may be based on current fingerprint clearance, authorization to work in the United States and where applicable, successful passing of job-related physical examinations. By this consent, I hereby release any health professional, hospital, medical center, clinic, etc., and/or International School of Arizona or any of its representatives from any and all liabilities arising from the release of or use of information derived from or contained in my background, physical examination and/or test results. I understand my refusal to cooperate fully with an investigation or a positive test result for any illegal substance may be grounds for disqualification for employment or if already employed, termination from employment.

I have read, understand, agree and accept the above statements.

Signature _____ **Date** _____