

Head of Upper School

The Head of Upper School is the both administrative and curricular leader of the upper school and provides visionary educational leadership that assures each student the opportunity to reach his or her potential across a broad field of studies.

Education and Certification Requirements:

- Master's degree from a recognized U.S. or equivalent college/university.
- Valid administrative credential or meet SACS alternate credit requirements.

Required Qualifications:

- Secondary teaching and administrative experience.
- Familiarity with various secondary school curriculums and the ability to articulate the strengths and weaknesses of each.
- The ability to gain, and maintain, the confidence of highly motivated parents and students.
- Demonstrated ability to create and lead academically rigorous programs across multiple grade levels and across the disciplines.
- Strong background in teaching as well as administrative experience, especially with AP and IB offerings.
- A thorough understanding of private, independent schools.
- Experience with recruiting and retaining highly qualified and motivated faculty.
- Excellent communication and interpersonal skills as well as proven technical skills.
- A good sense of humor and a positive outlook.

Preferred Qualifications:

- Five years or more experience in a private, independent, international school in a variety of roles.
- Demonstrated ability to foster a strong program in research.
- Demonstrated ability to improve student performances on externally assessed coursework.
- An understanding of STEAM program development.
- An understanding of the Mexican educational system.
- Familiarity with Mexico, its cultures and its languages (those who do not have a Spanish language fluency are expected to make progress towards this goal throughout their time at ASF).
- A strong understanding of academic and administrative technologies including PowerSchool and PowerSchool Learning.

Essential Duties:

A. Students and Parents

- The Head of Upper School works to ensure a safe and supportive environment for all students in the Upper School.
- The Head of Upper School works with the Admissions Director to review the files of students applying to the division and to determine their suitability for acceptance.
- The Head of Upper School is responsible for facilitating appropriate contact with the parents of students within the division, including a biweekly updates and other divisional publications.
- The Head of Upper School participates in the events and activities of the upper school and, regularly, in the events and activities of the whole school and other divisions.

B. Curriculum and Instruction

- Working with the Executive Director and Director of Academic Affairs, the Head of Upper School is the curricular leader of the division, working with the faculty to know, understand, teach and improve the curriculum.
- The Head of Upper School recommends to the Executive Director changes to upper school graduation requirements to fulfill the School's mission.
- The Head of Upper School monitors, evaluates and reviews the curriculum and assessment strategies to maximize student learning.
- The Head of Upper School is responsible for ensuring that the educational program appropriately challenges all students, balancing an academically rigorous program with a personalized, caring environment.

C. Human Resource and Staff Development

- The Head of Upper School works together with the Executive Director and Director of Academic Affairs to identify staffing needs and assists with faculty recruitment.
- The Head of Upper School is responsible for the scheduling and chairing of regular division meetings and the appraisal of upper school staff.
- The Head of Upper School works together with the Executive Director and Director of Academic Affairs to oversee the professional development of faculty within the upper school.

D. Other Administrative Responsibilities

- The Head of Upper School is responsible for the high school master timetable and assists other administrators in the creation and maintenance of a calendar of events for the whole school.
- The Head of Upper School is responsible for the upper school budget, assisting in its formation and oversight.

- The Head of Upper School meets regularly with the Executive Director and Director of Academic Affairs to report and advise on the state and direction of the upper school.

E. Within the Range of Responsibilities

- The Head of Upper School may be called upon to assume the duties of other senior administrators during their absences from School.
- The Head of Upper School is responsible for such duties as may be assigned by the Executive Director.
- The activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

Particulars of the Search

Suggest effective proven best practices to improve student learning or other identified goals.

The Executive Director reserves the right to apply directly to the writers of open letters of recommendation, and to a candidate's prior professional contacts, for confidential statements. In the case of a "soft search" by a candidate, all care will be taken to maintain discretion with the candidate's current institution until the finalist stage.

Application Procedure:

Interested candidates should submit the following in PDF to the Executive Director (syltem@asf.edu.mx)

- Detailed Up-to-date resume or CV.
- Transcripts (unofficial copies are acceptable at time of application) from all degree-granting programs attended.
- A detailed list of reference with up-to-date contact information.
- A one-page statement of personal educational philosophy and vision.
- Applications should be received by prior to 15 December 2018 and candidates will be interviewed by a select group of administrators, teachers, students and parents. ASF reserves the right to extend an offer to the right candidate at any stage, even prior to the application deadline.

Finalists for the position may be invited to visit the School prior to a final selection of a Head of Upper School who will begin service in July 2019.

Supervises:

Academic Dean, Dean of Students, Heads of Department, Teachers, Counselors, Librarians, Administrative Assistants, Bilingual Secretary, Clerks and Maintenance Staff.



Reports to and is evaluated by: Director of Academic Affairs, Executive Director. Shall be evaluated annually according to procedures established by school policy.

Teams: Director & Heads Leadership Team, Upper School Leadership Team.

Committees: Actively participates in a variety of school committees.

The American School Foundation, A.C.
Bondoquito 215. Col. Las Américas. México D.F. 01120.
Phone: (5255) 5227-4900 / Fax: (5255) 5273-4357
www.asf.edu.mx