



Dear CIS Community,

The CIS board looks forward to conducting a robust search for the next CIS head of school. As part of the process, we will periodically seek input from the CIS community. We're writing now to solicit your feedback about what skills, experiences and attributes we should look for as we recruit the next head of CIS. To that end, we appreciate your taking 5-10 minutes to complete the Survey Monkey poll at the following link by the end of day on Wednesday, March 27th:

<https://www.surveymonkey.com/r/2019CIS>

We appreciate your prompt response, so we can finalize a position description by the end of this month and start to distribute it on April 1st. We will share the final position description with you and would also encourage you to distribute it to your networks and/or reach out to exceptional educators you know who would be a good next leader for CIS. While we expect to get a lot of interest in this position given the very strong reputation of the school, our experience doing head and administrative searches for dozens of international schools each year is that often some of the best candidates come through recommendations of the school community, because you have an intimate knowledge of the school and what type of leader will best fit the school's culture and address its priorities over the coming years.

Our broad plan for the search is to recruit applicants during the month of April, winnow those applicants down to a pool of semifinalists and then finalists in early May, and then invite 2-3 finalists to visit CIS in late May. During their campus visits, the finalists will have an opportunity to meet with all the school's constituents in a variety of formal and informal settings, and we will solicit feedback from everyone who meets with the candidates before the board appoints the next head of school.

Thank you in advance for your assistance throughout the search process. We look forward to recruiting a leader who can continue the positive momentum of the school and build on Jeremy's strong legacy

Sincerely,

The CIS Board

Liz Duffy

President

International Schools Services

A non-profit organization

15 Roszel Road

Princeton NJ, 08540, USA

Phone: +1.609.452.0990 ext. 303

Email: lduffy@iss.edu

website: www.iss.edu

Skype: isspresident1