



INVITATION TO APPLY FOR THE POSITION OF  
**LOWER SCHOOL PRINCIPAL**



International School of Indiana



# WHO WE ARE

## Our Mission

The mission of the International School of Indiana is to provide our students with a world-class education that prepares them to be responsible citizens and effective leaders in a rapidly globalizing and interdependent world.

## Our Equity Statement

The International School of Indiana honors the uniqueness of each student and staff person, actively embracing diverse backgrounds, encouraging values that promote equity and belonging, and fostering creative, culturally aware, global citizens. We equip our students with the skills and confidence to explore ideas, ask critical questions, and express their unique views. They are equally empowered to transform their communities by embracing, respecting, and valuing others and connecting across a range of differences.

### Scan for more information about ISI

Our Students



Accreditations



Strategic Plan





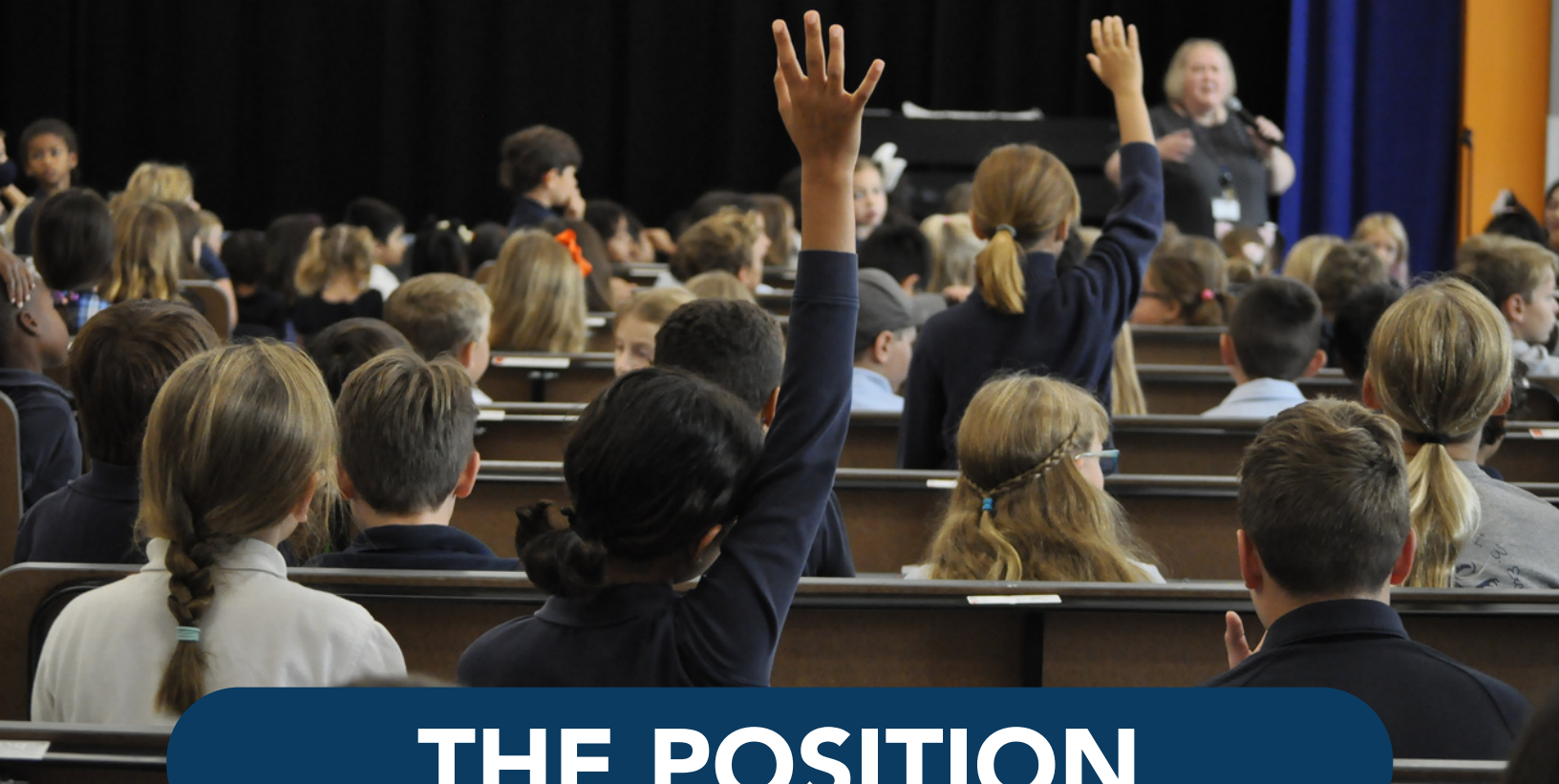


# OUR CAMPUS

ISI is headquartered on a 60-acre campus located in Indianapolis, Indiana. In the fall of 2022, ISI became unified on one campus with the opening of the Chen Family Lower School. Our campus also houses the Blackwell Building for middle school and the Taurel Building for high school.







# THE POSITION

The Lower School Principal (LSP) is a member of the Senior Leadership Team with responsibility for all significant aspects of the leadership and management of the Lower School, which encompasses students age 3 (pre-elementary) through grade 5.

The Lower School consists of our Pre-Elementary division (the 3 year old program, pre-kindergarten, and kindergarten) and grades 1 through 5. In the fall of 2022, our Michigan Road campus was unified with the opening of the new, state-of-the-art Chen Family Lower School. Our grades 6 to 8 students are housed at the Blackwell Building and grades 9 to 12 at the Taurel Building.

ISI is the only Indiana school offering immersion and dual language programs in three languages; French, Mandarin, and Spanish. The focus is on developing fluency in speaking, reading, writing, and understanding, so students can actively participate in their target language. This is an outstanding feature of our Lower School and an important reason that families choose ISI above other established independent schools.

The International Baccalaureate (IB) curriculum is considered the world's leading academic program and is typically reserved for the top five percent of students in the United States. ISI proudly takes a different approach to the IB by extending its impact to all enrolled students, a model that we refer to as universal IB. Further, ISI is the only school in Indiana where this universal approach is applied across the full continuum of the IB curriculum, from the Primary Years Programme through the Diploma Programme.







# Essential Qualifications and Experience

In addition to the experience and qualifications normally expected for a position such as this, this position ideally requires:

- In-depth experience and understanding of the International Baccalaureate Primary Years Programme, as well as a firm commitment to the philosophy of the IB and to international education
- International experience, preferably in international schools overseas
- Perfect command of English, with proficiency in a second language (ideally French, Mandarin, or Spanish)
- Business sense and an entrepreneurial attitude, able to increase value while working within budget limitations
- A commitment to being active, participative, and highly visible in the school community





# Preferred Qualifications and Experience

- Relevant academic qualifications and teaching credentials, with advanced studies in educational leadership
- The ability to work closely with a committed, demanding, and diverse parent community, communicating in a timely and effective manner and delivering exceptionally high levels of customer service
- Significant experience teaching in independent and/or international schools at the elementary school level
- Significant experience as part of the leadership team in a PYP school
- Familiarity with primary education in other countries and systems
- An ability to relate to and interact with teachers of different backgrounds
- A commitment to leadership for learning
- A passion for excellence within a holistic, child-centered, inclusive approach
- Excellent interpersonal, organizational, and communication skills
- An awareness of first and second language acquisition, bilingualism, and related skills
- Competent technology skills and a deep interest in learning technology
- All the attributes of the IB Learner Profile
- Additional skills and interests that will enrich our school community
- Resilience, a warm heart, and a cool head
- An appropriate sense of fun





# The Lower School Principal will:

- Work with a team that includes the Assistant Principal in charge of the Pre-Elementary Program, a PYP Coordinator, and Upper School Assistant Principals
- Work closely with the Head of School, Upper School Principal, Admissions Department, Finance Department, and the Advancement Department
- Inspire confidence and create a positive environment
- Ensure the effective delivery of the curriculum and student progress
- Ensure inclusive classrooms that employ differentiation and collaboration
- Ensure positive approaches to behavior management that provide a safe, welcoming environment in which all students can flourish
- Recruit, retain, support, and evaluate an excellent team of teachers and support staff
- Ensure Lower School's compliance with the requirements of our accrediting and authorizing bodies
- Maintain our cultural and linguistic diversity while further promoting consistency and cohesion in our delivery of the PYP, and in the overall organization of the school
- Be a leader of learning for children, faculty, and parents
- Set high expectations regarding the daily operation of the school, and manage the Lower School in an efficient manner, implementing systems and procedures that allow the school to run smoothly
- Ensure a strong pastoral program by supporting the professional growth of faculty whilst being mindful of their personal needs
- Liaise closely with Upper School colleagues to ensure vertical articulation of the curriculum, consistency of philosophy, and ease of transition
- Promote a broad offering of extracurricular and enrichment activities
- Take on additional all-school responsibilities as assigned by the Head of School







# HOW TO APPLY

Interested applicants should send the information below to [resumes@isind.org](mailto:resumes@isind.org) clearly titled Lower School Principal Application.

- A cover letter that explains your strengths as a candidate and why you are interested in the Lower School Principal position
- A current resume that highlights the essential and preferred qualifications and experience
- A personal statement that outlines your education beliefs and your leadership style
- A list of at least three references with contact details, including phone numbers and email addresses
- A maximum of three letters of recommendation may be included but is not required

**The application closing date for this position is Friday, October 21. The new Lower School Principal will commence their duties in July 2023.**