



Middle and High School Principal - Commencing August 2024

Mission

Challenge, Collaborate,
Empower: Inspiring Global
Citizens to be Lifelong
Learners

Vision

The AISA vision is to be a
world-class international
school that develops students'
skills, knowledge and
character to enable them to
achieve their full potential
and pursue their dreams.

Core Values

- All people have equal inherent worth and dignity.
- Collaboration and consensus-building contribute to an effective community.
- Embracing diversity strengthens individuals and unifies our community.
- Continuous growth and perseverance are fundamental in pursuing one's goals.
- Intentionally building trust facilitates dependable relationships



Introduction

The American International School of Abuja (AISA) is a private, non-profit, coeducational, college preparatory day school offering U.S. accredited programs in an English language setting from preschool (age 3) through grade 12. Located in Nigeria's capital, AISA was founded in 1993, serving a diverse, multi-cultural community. The school year is comprised of 2 semesters beginning in August and ending in June. AISA has 182 instructional days. The school is accredited by the Middle States Association. AISA is a member of the Association of International Schools in Africa (AISA) and the West African International Schools Activities League (WAISAL)

The School





An AISA Graduate

- Is passionate and self-motivated in pursuing their individual personal and academic interests.
- Models integrity and respects the local and global community, its people, and the environment.
- Exhibits strong social, communication, and leadership skills.
- Seeks, builds, and maintains personal and professional networks.
- Is creative and resourceful in finding opportunities for enrichment.
- Demonstrates open-mindedness.
- Takes responsibility for their actions and stands up for their beliefs.
- Uses technology to enhance their learning.
- Communicates in more than one language.



Curriculum

The AISA secondary curriculum is based on a combination of Common Core and AERO (American Education Reaches Out) standards and benchmarks. In the high school, the Advanced Placement Programs are offered including the AP Capstone Program, which add further academic rigour to the educational program.

AISA faculty design units of instruction using the “Understanding by Design” (UbD) framework with a focus on aligning assessment and instruction to standards.

Integration of technology, differentiation and cross-curricular connections are all hallmarks of the UbD design process.

AISA is continuing the journey of becoming a school dedicated to implementing a comprehensive standards-based learning system.

Faculty and Administration

In the 2023-2024 school year, AISA has 51 full-time teachers, 31 of whom are U.S. citizens, 10 host-country nationals, and 10 third-country nationals from Australia, Bolivia, Brazil, Canada, Germany, Ghana, Romania, and the UK. AISA also employs 28 full-time teaching assistants with at least 1 in each elementary classroom. All teachers hold advance/post graduate degrees that qualifies them to teach in their assigned subject areas.

The MS/HS Principal works closely with the other members of the school's administrative team to further advance the mission and vision of the school. The administrative team consists of the Head of School, Early Childhood and Elementary Principal, Middle/High School Principal and is further supplemented by the Business and Operations Manager and Director of Technology to comprise the educational operations team.

Governance

AISA is governed by a seven-member Board of Governors. Six members are elected to two-year terms by the parents of children enrolled at the school and one member is appointed by the U.S. Ambassador. In response to legal requirements in Nigeria, there is also a three-person Board of Trustees that works in a collaborative manner with the Board of Governors on the most strategic of school developments.

The Position

Job Description

The MS/HS Principal is entrusted with the stewardship of the Secondary program at AISA and is responsible for ensuring high standards are met in all areas.

The selected candidate will provide leadership focused on continuous improvement in all areas of the Middle and High school, with a particularly strong emphasis on student-centred learning. He/she is responsible for leading the school in accordance with sound principles of curriculum development, assessment and instruction, human resources management, and proactive communication.

The MS/HS Principal will lead the secondary school in a collaborative manner that is consistent with approved policies of the American International School of Abuja, and best practice in all world class international schools.

Description of Duties

1. Organize, administer, promote and provide instructional leadership to the curricular and co-curricular programs of the Middle and High School division.
2. Prepare and administer the Middle and High School program budget, requisition appropriate supplies and equipment within that budget.
3. Develop and place into operation appropriate rules and regulations governing student conduct and responsibilities.
4. Organize and manage faculty and staff and their assignments, acting as both coach and mentor, while also evaluating faculty and staff performance on an ongoing basis.
5. Foster and maintain clear, school - community relations by: keeping the community aware of and responsive to the Middle and High School division's programs and activities; active participation at school assemblies; providing articles and information to parents directly via the school newsletter; participating in parent group such as PTA.
6. Comply with and implement all relevant Board Policies and administration requirements.
7. Work with School leadership on School wide projects as needed.
8. Assist the Head of School in the hiring of qualified faculty and support staff.
9. Work with the admissions office in making admission decisions.
10. Participate in whole School curricular and non-curricular efforts.
11. Further develop work in the area of Diversity, Equity and Inclusion, while also having a clear understanding and respect of the cultural context in which the school operates.

Professional Qualities

Position Requirement

1. Proven leadership experience with a minimum of three years of K-12 MS/HS Vice-Principal/Principal/Director/Superintendent experience in an American International school setting.
2. Minimum of five years successful teaching experience in a Middle or High School.
3. Teacher certificate required; administrative credential preferred.
4. Teaching and administrative experience working with AP and Capstone programs preferred.
5. Masters' Degree or advanced graduate study preferably in High School education and administration.
6. Expressed commitment to a multi-year tenure of service in the role of MS/HS Principal at AISA.
7. Confirmed record of collaborative leadership which serves to empower each group within the AISA school community to make quality contributions.
8. Demonstrated capacity to successfully recruit, retain and further develop outstanding faculty, staff and administrators in support of the school's mission.
9. A record of success in implementing and further developing multi-year plans focused on continuous school improvement.
10. An understanding of the MSA accreditation standards and a clear commitment to ensuring that the standards are successfully achieved in alignment with the strategic plan.
11. Strong emphasis on Educational Leadership, Standards based grading and Curriculum development.
12. Proven record of active leadership within a school's leadership team.

Desired Personal Characteristics

1. Demonstrates visionary educational leadership and is a role model to faculty and staff.
2. Demonstrates the ability to develop a collegial and collaborative environment amongst the faculty, that promotes a positive atmosphere where all stakeholders have a voice and feel valued and respected.
3. Demonstrates strong interpersonal skills.
4. Demonstrates excellent communication skills.
5. Is flexible with a sense of humour and a the capacity to adapt to dynamic situations.
6. Strong organizational skills and ability to handle multiple tasks.
7. Interest in living and working in Nigeria.

8. Capacity to interact diplomatically with all stakeholders as a means building community both within AISA and in the general community, while also respecting the school's governing principles.

9. Open minded in terms of technology integration and innovation.

Salary and Benefits

The salary and benefit package for the MS/HS Principal is competitive and will be commensurate with the candidate's qualifications and experience.

Procedure for submitting an Application

The review of files will begin as soon as applications are received. Application deadline is November 17, 2023. Finalists will be selected by the Search Committee with online interviews taking place in December 2023.

The new MS/HS Principal will be selected at the conclusion of the final interviews, and reference checks. The new MS/HS Principal will assume his/her professional responsibilities in August 2024.

Candidates should send the information listed below as a single pdf file not exceeding 2 mb attached to an email, sent not later than November 17, 2023 to the Head of School - Mr. Greg Hughes (greg.hughes@aisabuja.com):

- A letter of application, explaining your strengths as a candidate and why you are interested in the MS/HS Principal position at AISA.
- A statement describing your management and educational philosophy, not to exceed two pages.
- A current résumé not to exceed two pages.
- A one-page list of references who have served as immediate supervisors with current addresses, phone numbers and email addresses.
- A maximum of four letters of reference (scanned at low resolution) that may already be in your possession.

Fast Facts

Year Established	1993
Accreditation Agency	MSA
School type	Independent, non-profit
Language of Instruction	English
Total Enrollment	408
Primary School Enrolment	186
Secondary School Enrolment	222
Grades	Preschool - Grade 12
Student Age Range	Age 3-18

Student Nationalities	45
Average % Home Country Nationals	25.7%
Student to Teacher ratio	12:1
Number of Faculty	51
Faculty Nationalities	10
Number of Board Members	7