

Leadership Search



Superintendent Graded - The American School of São Paulo

São Paulo, Brazil

Application Deadline: March 22, 2024

Start Date: July 2025

ISS is pleased to conduct this full search.

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Embark on a transformative journey as the next Superintendent of Graded - The American School of São Paulo, an esteemed institution synonymous with community, diversity, and an unwavering dedication to educational excellence. Graded is in pursuit of a visionary leader – a beacon of inspiration and a dynamic force poised to shape the enduring legacy of this distinguished school. Ready to lead with vision and impact, apply here!

Position Overview

The Superintendent reports directly to the Board and serves as the Chief Executive Officer responsible for the oversight of the school's strategic vision and implementation of academic and operational procedures. The ideal candidate is a visionary and tactical leader who will guide the school's next chapter and legacy with forward-thinking strategies and a deep commitment to the school's mission and values. They will model front-facing, compassionate, and relational leadership that supports a culture of learning and mission-focused development.

Key Duties and Responsibilities

Strategic Leadership and Management

- Collaborates with the Board to perpetuate and uphold Graded's reputation of excellence.
- Develops and articulates the school's identity, ensuring alignment with values, mission, and strategic priorities.
- Works closely with the Board to create a strategic plan, make informed decisions, and develop systems for tracking accountability and reporting progress to stakeholders.
- Leads, coaches, evaluates, and retains a strong talented senior leadership team with an emphasis on individual and organizational capacity development.
- Acts as an inspirational leader who energizes and engages students, families, alumni, staff, partners, and supporters.
- Fosters an inclusive school environment that values differences and is responsive to the diversity of the community it serves.
- Develops and ensures that systems and protocols are in place to ensure child protection, learning efficiency, and continuity in programming.
- Stays current with modern educational theory and best practice through advanced study, school visits, educational conferences, and professional events.
- Upholds the school's commitment to excellence, global citizenship, kindness, and educational innovation, supporting ongoing learning and growth in these areas.
- Recruits, hires, and retains highly talented staff and professionals, ensuring a safe and positive work environment.
- Provides an ongoing program of professional growth for all staff and faculty members within the school.

Instructional and Organizational Management

- Develops and maintains a high-quality, challenging educational program designed to meet the needs of the students and community.
- Ensures systems, procedures, and practices adhere to international child protection protocols and best practices.
- Conducts periodic audits of the school's programs, in collaboration with the Senior Leadership Team, and advises the Board on recommendations for the educational improvement of the school.
- Shares ongoing assessments and evaluations with the Board and school community.
- Serves as the visionary leader of the school, educating, and inspiring the community to uphold high standards of excellence.
- Stays current with trends and developments in curriculum and instruction and makes recommendations for continuous improvement and advancement of academic and extra-curricular programs.

Fiscal Oversight, Fundraising, and Communication

- Leads the preparation and presentation of the annual budget for Board approval, ensuring the fiscal health and sustainability of the school.
- Represents and promotes the school locally, regionally, and internationally.
- Ensures sound operations and provides oversight of business operations, admissions, communications, development, technology, athletics and activities, and human resources teams.
- Promotes systems, structures, and procedures that foster effective working partnerships across both academic and operations teams.
- Oversees the processing and submission of required reports to the U.S. Office of Overseas Schools, accrediting agencies, and other regulating bodies as required.

Qualifications, Experience, and Attributes Sought

- 10+ years of professional experience in education or related fields, with a minimum of five (5) years in executive and/or senior leadership positions.
- Graduate degree in education or a related area; or an equivalent combination of education and experience as a seasoned instructional and organizational leader.
- Exceptional business acumen.
- U.S. Educational Leadership/Superintendent's Certification is preferred but not required.
- Proven commitment to developing academic programs and educational practices that ensure equity of access and opportunities for diverse learning needs.
- Systematic and strategic thinker.
- Strong, agile mindset, dedicated to fostering effective innovative teaching and learning practices.
- Demonstrated success in developing and implementing strategies tailored to meet the distinctive needs of an institution, while upholding integrity and fostering high performance.

- Excellent communication and public speaking skills with the ability to inspire individuals, teams, and stakeholders both internally and externally.
- Demonstrates proficiency in strategic leadership, showcasing decisiveness in setting and maintaining elevated standards, ensuring accountability for successful execution.
- Maintains an effective feedback process for the resolution of school-related matters presented by groups and individuals within the community.
- Warm, charismatic self-starter with the ability to manage multiple organizational priorities and remain focused in the face of pressure.
- Ability to partner, create, and navigate productive relationships with different stakeholder groups, exercising diplomacy and tact.
- Culturally sensitive and responsive leader willing to learn, embrace, and celebrate Brazilian and international cultures within the school's multicultural community.
- Courageous and skilled decision-maker, willing to challenge the status quo, comfortable being questioned, able to articulate and advance a rationale for continued growth and ensure that all students shine and are future-ready.

Salary and Benefits

The successful candidate will receive a multi-year contract, renewable by agreement, with compensation and benefits commensurate with responsibilities, qualifications, and experience.

Application instructions are found on the final page of this announcement.



School Overview

History

Founded in 1920, Graded - The American School of São Paulo is Brazil's oldest and largest international school. Steeped in tradition, yet dynamic and pioneering from the start, Graded is an independent, coeducational, nonsectarian, nonprofit American day school serving an international community of students ages 3-18 across three divisions: lower school, middle school, and high school.

Mission

Inspire, Challenge, Succeed.
Every student, every heart, every mind.

Vision

Individuals empowered to reach their potential and positively impact the world.

Values

Graded instills these values in all members of their community:

- Intellectual Curiosity**
- Integrity**
- Perseverance**
- Kindness**
- Respect**

Identity Statement

Graded is a PK - grade 12 American school serving an international community that instills excellence and empowers students to succeed in a global society.



Board of Directors/Governance

Graded is governed by a self-perpetuating board, whose 12 members are appointed for up to four two-year terms. The Board was first established in 1931 and continues to set the school's fiduciary policies, annual budget, and fundraising goals based on input from the superintendent and the Senior Leadership Team. The Board stewards the school's financial resources to provide for current needs while protecting and enhancing the endowment for the benefit of the school's future. The Board is also responsible for hiring and evaluating the Superintendent. Graded's Senior Leadership Team, under the direction of the Superintendent, includes the following members: Director of Business Operations, Chief Learning Officer, Chief Strategic Communications and Advancement Officer, Chief Development Officer, Lower School Principal, Middle School Principal, High School Principal, Director of Human Resources, Director of Technology Integration, Director of Student Growth and Performance, Director of Athletics and Activities, Director of College Counseling, Director of Student Support Services, Lower School Associate Principals (2), Middle School Associate Principal, and High School Associate Principal.

Accreditation & Curriculum

Graded is accredited by the New England Association of Schools and Colleges (NEASC) and the Brazilian Ministry of Education. It is an IB World School, authorized by the International Baccalaureate Organization (IBO). The school is a member of the American International Schools in the Americas (AMISA), the Council of International Schools (CIS), the Association Montessori Internationale, and the National Association of College Admissions Counseling (NACAC). Graded is also a registered examination center for the International Baccalaureate (IB), all College Board exams (the SAT, SSAT, PSAT), and the ACT.

Academic Calendar

The Graded - The American School of São Paulo operates from August to June each year. Click [here](#) to view their calendar.





The Academic Program



Lower School

Graded's Lower School embodies a vibrant community where both educators and students thrive. Within the Pre-primary Montessori Program, children engage in collaborative learning experiences across different age groups, fostering self-assurance and self-sufficiency through autonomous exploration. Our committed faculty guides students in grades 1 through 5 to embrace responsibility for

their educational journey and to introspect on their aspirations. Throughout this pivotal stage, students cultivate essential academic competencies while actively participating in Portuguese, art, music, and physical education classes. Moreover, social-emotional growth is seamlessly integrated into all educational activities. The pre-primary division caters to children aged 3 to 6 with a tailored Montessori approach. For a comprehensive overview of our curriculum, please consult the [Lower School Snapshot of Learning](#).

The Elementary division caters to students aged 6 to 11 across grades 1 to 5. Classes typically accommodate between 18 to 22 students and offer a foundational academic framework similar to elementary education standards in the United States.



Middle School

At Graded, the middle school journey is dynamic, fostering engagement, joy, and tailored support for the distinct developmental stages of adolescents. Students embrace their burgeoning independence, honing critical thinking skills and cultivating the confidence to articulate their thoughts effectively. A rich array of elective courses and extracurricular activities provides a balanced blend of academics, arts, community service, and sports. Specifically crafted for the middle school demographic, Community Time integrates assembly, advisory sessions, and interactive activities, nurturing social adeptness and encouraging exploration of diverse interests outside traditional coursework.



High School

High school students at Graded manage a diverse range of extracurricular commitments, take on leadership responsibilities, and actively participate in community initiatives. The challenging academic curriculum equips students for further education at prestigious colleges and universities worldwide. Upon graduation, all students receive an American high school diploma, with the additional option to pursue an International Baccalaureate (IB) diploma and/or a Brazilian diploma.

Student Support Services

Student Support Services at Graded are dedicated to maximizing students' developmental and academic growth. The English Language Learners (ELL) Program is specifically designed to equip multilingual students with the tools they need to excel in the school's rigorous academic environment. Language instruction within this program not only facilitates access to core curricular content but also celebrates diverse linguistic backgrounds and accommodates various learning styles. To ensure personalized support, students' linguistic needs undergo thorough assessment, guiding the selection of services that best facilitate their integration into Graded's academic framework.

Optimal Learning Services (OLS) caters to students with identified learning differences, fostering their confidence and independence as they strive to meet grade-level standards. Within OLS, learning specialists collaborate closely with students, parents, teachers, and community professionals to deliver tailored instruction at the individual, small-group, and classroom levels.

Arts, Athletics, & After-school Activities

Graded takes great pride in its comprehensive Arts, Athletics, and After-school Activities program. Graded Arts is dedicated to offering exceptional artistic opportunities across visual arts, film, theater, and music, featuring an extensive array of courses. The impressive Lemann-Tully Arts Center, spanning 7,900 square meters, includes state-of-the-art facilities such as a black box theater, ceramics studio, photography lab, and music practice rooms. Adding to this, the Haddad Center for the Performing Arts, inaugurated in September 2023, further enriches the artistic landscape at Graded.



The Graded Eagles Athletics Program is renowned for its unwavering dedication to excellence and strong community backing. With top-notch facilities and expert coaching staff, Graded provides students with the chance to partake in a world-class sports program. Offering a diverse selection of sports, including basketball, cheer, futsal, soccer, softball, swimming, volleyball, tennis, beach tennis, badminton, track and field, and cross country, Graded Eagles actively engage in various leagues and tournaments throughout the year, including the Big 8, Little 10, São Paulo High School League (SPHL), and South American Activities Conference (SAAC).



Graded's Activities Program offers a myriad of extracurricular opportunities aimed at enriching the student experience and promoting individual growth. Tailored for the benefit and well-being of all students, this program fosters a strong sense of school community and pride. Through diverse activities, students are encouraged to embrace challenges, explore new interests, and develop skills outside the confines of the traditional academic curriculum. Moreover, the Activities Program serves as a platform for social interaction, enabling students to forge new friendships and strengthen bonds within the Graded community.



Technology

The Information and Communication Technology (ICT) Department at Graded furnishes state-of-the-art infrastructure and tools to facilitate innovation within the community, fostering creativity, problem-solving, and collaboration. Graded's network is meticulously designed for seamless compatibility with all devices, ensuring easy accessibility to digital resources for students, faculty, and staff. Classrooms are outfitted with advanced audio and visual presentation tools, as well as wireless connectivity, creating a dynamic learning environment that maximizes the utilization of the school's extensive resources.

Within the ICT Department, an array of software and hardware resources is offered to support teaching, learning, and extracurricular activities. From graphic and digital design tools to 3D printers, video and audio recording systems, laser cutters, and publishing technologies, ICT endeavors to enhance and diversify the student experience, sparking intellectual curiosity. Additionally, the ICT team provides personalized support and professional development opportunities, ensuring that both teachers and students thrive in their educational endeavors.



Graded Learning Lab

Founded in 2019 with the fundamental belief in limitless learning potential, the Graded Learning Lab serves as a pivotal hub for educational advancement within the institution. It comprises two interconnected divisions, the Teaching and Learning Department, and the Student Growth and Performance Department. Functioning as a center for professional development, collaboration, consultation, design innovation, and experimental initiatives,

the Learning Lab is dedicated to enhancing the educational landscape at Graded. Presently, the Learning Lab team is engaged in a comprehensive professional development initiative focused on Deeper Learning for all faculty members. The Teaching and Learning Department plays a vital role in advancing Graded's educational mission through curriculum assessment, implementation strategies, teacher training, and library services. By offering a cohesive and rigorous curriculum spanning from pre-primary to grade 12, Graded ensures that its students graduate equipped with the requisite knowledge, skills, conceptual understanding, and global mindset necessary to thrive as citizens in the 21st century.



The Community



Parent Teacher Association

The Parent Teacher Association (PTA) at Graded serves as a platform for fostering communication among parents, administration, and faculty. Its primary objectives include facilitating dialogue within the school community and promoting a better understanding of the Graded experience. The PTA actively supports the school's values, advocates for educational enrichment opportunities, and strives to maintain a healthy and conducive learning

environment. Moreover, it encourages parents to engage actively and participate in various school events, fostering a sense of involvement and community spirit. Additionally, the PTA places a strong emphasis on cherishing the uniqueness and diversity of the Graded community, promoting harmony among the multitude of cultures represented within the school. Through these initiatives, the PTA plays a pivotal role in enhancing the overall educational experience at Graded. PTA-run activities include events like Celebration of the World (COTW), PTA Book Club, Teacher Appreciation Week, Volunteering, and Welcome Events.

Faculty

Graded is committed to a diverse, equitable, and inclusive work environment. The school employs more than 335 talented faculty and staff members representing 15 nationalities. Sixty-four percent of faculty hold advanced degrees. The average faculty tenure is 8.7 years, which speaks to the school's exceptional community, culture, and support for professional learning. Graded teachers are experts in the best practices in education — differentiated instruction and understanding by design, assessment of learning, data-driven decision-making, technology integration, and collaborative planning.

Student-Body

Graded enrolls a student body of 1,312 representing 42 nationalities. More than half of Graded students are international, and more than one-third hold passports from more than one country. Their graduates enroll at highly selective colleges and universities around the world—with approximately 85% studying outside of Brazil. The school's alumni excel as entrepreneurs, professors, filmmakers, authors, physicians, and social innovators.



Commitment to Diversity, Equity, and Inclusion

Graded honors and safeguards the dignity of each community member. They believe fostering a diverse, inclusive, and equitable environment is crucial for the development of individuals who can make positive contributions to the world. Graded is committed to ensuring the welcoming, respectful, and supportive treatment of all individuals. As members of a complex and interconnected society, the school values differences, and endeavors to exemplify and cultivate integrity and empathy. In pursuit of these goals, Graded is devoted to ongoing learning, self-reflection, and continuous improvement, with a focus on preparing students to actively contribute to a more just and equitable society. The recently established DEI Task Force at Graded is dedicated to addressing both short- and long-term objectives, including enhancing student belonging, promoting social-emotional learning, fostering faculty professional development, refining the curriculum, and educating parents.



Child Protection and Student Well-being

Graded's Child Protection Policy guides staff and families in matters related to the health, safety, and care of children in attendance at their school. The Graded Child Protection Policy is based on international law and on the United Nations Convention on the Rights of the Child, of which Brazil is a signatory.

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The Campus



Facilities & Premises

Graded's 65,000-meter verdant campus houses more than 80 air-conditioned classrooms, science laboratories, a student center, multiple gymnasiums, a swimming pool, tennis courts, a running track, a beach volleyball court, soccer fields, numerous covered play areas, three innovation centers, a Learning Lab, two recently renovated libraries, and an impressive arts center. Every classroom is equipped with audio and visual presentation systems and wireless network access.

The Haddad Center for the Performing Arts was inaugurated in September 2023. This renovated building offers increased seating capacity, a mezzanine floor, redesigned stage sight lines, state-of-the-art acoustic engineering, multipurpose stage lighting, cutting-edge audiovisual technology, and central air-conditioning. Additionally, there is a newly renovated cafeteria where dedicated kitchen staff prepare fresh lunches daily. The Graded campus also features an infirmary staffed by full-time nurses and a parking garage with space for more than 500 cars.

Environmental Sustainability

Graded's goal is to educate and actively engage members of their diverse and connected community to reduce their impact on the environment and develop lifelong sustainability practices. As a school, they understand that their institutional actions play a role in global environmental outcomes. Graded is committed to modeling practices on campus that help foster a more sustainable future. The school has also launched a Sustainability Committee composed of faculty, administrators, staff, and students, whose members identify ways to make the school greener.

Life in São Paulo

Brazil, an exotic nation, stands as the largest country in South America and the fifth largest in the world, celebrated for its vibrancy and rich biodiversity. The Brazilian people, known for their warmth and openness, take pride in their diverse heritage, encompassing African, European, Asian, and Middle Eastern influences. Boasting stunning beaches, the iconic Carnival, unique cultural expressions like capoeira and bossa nova, rhythmic samba, and an unparalleled passion for soccer, Brazil caters to a wide range of interests.



São Paulo, recognized as Brazil's financial hub and cultural epicenter, is affectionately nicknamed "Sampa." With a population of approximately 11.5 million people, the city hosts some of the world's largest diasporas, notably the largest Japanese population outside Japan. São Paulo thrives on its cultural mosaic, featuring an eclectic and acclaimed culinary scene, world-class museums, and a lively nightlife that contributes to its vibrant identity.

Fast Facts

Year Established	1920
Accreditation Agency	New England Association of Schools and Colleges (NEASC) and the Brazilian Ministry of Education
School type	Independent, coeducational, non-sectarian, and non-profit
Language of Instruction	English
Student Age Range	3-18
Total Enrollment	1312
Lower School Enrollment	572
Middle School Enrollment	297
Upper School Enrollment	443
Student Nationalities	42
Percentage Home Country Nationals	50%
Percentage of Annual Student Turnover	15%
Average Class Size	Lower school homeroom – 20, Middle school core classes - 17.2, High school core classes - 14.9
Student-to-Teacher Ratio	7.5:1
Number of Faculty	180
Faculty Nationalities	USA 38%, Brazil 37.3%, Canada, UK, Australia, and New Zealand 19.7%, Other 4.9%
Percentage of Annual Faculty Turnover	10%
Number of Board Trustees	12
Monthly Tuition (2023 - 2024)	K3-Grade 5: R\$10,963.00; Grades 6-12: R\$13,606.00
Annual Operating Budget (2023 – 2024)	R\$190.2M (Brazilian Reais)

Application Instructions

Dr. Beth Pfannl, Vice President of Global Recruitment and Dr. Nadine Richards, Director of Leadership Searches, will serve as the lead consultants for the Graded - The American School of São Paulo | Superintendent search. They will be assisted by members of the ISS Leadership Search Team.

Interested candidates must apply through the [ISS EDUrecruit portal](#)®.

Candidates new to ISS EDUrecruit should [register](#) for an account to apply. Once logged in, you will be prompted to submit the following confidential materials on or before **March 22, 2024, | 11:59 p.m. EST**

- Cover letter expressing interest and qualification alignment for this position.
- Current CV / Resume (please do not include your photo)
- Educational Leadership Philosophy Statement
- Three confidential supervisory reference requests to your EDUrecruit profile from the last seven years, including one from your current post.

Applicants are encouraged to apply as early as possible, as International Schools Services and the Graded - The American School of São Paulo reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact execsearch@iss.edu.

ISS is committed to "Making a World of Difference" in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. You can read more about our commitments [here](#).

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice (DEIJ).

Our screening process is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened.

International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory references are not provided and/or if information surfaces that may suggest the candidate is not suitable to progress in the process.

Hiring is contingent upon a successful background check.