

# **GYEONGGI SUWON INTERNATIONAL SCHOOL**

## **SEEKS: HEAD OF SCHOOL OF ACADEMIC AFFAIRS**

**Start Date: August 2025**

**Application Deadline: 10 April, 2024**



## **SCHOOL DETAILS**

### **School & Community Overview**

Gyeonggi Suwon International School (GSIS) is a WASC-accredited IB Continuum World School in the city of Suwon (pop. 1.2 million) in the greater Seoul area in Korea. Opened in 2006 with a mission to offer a rigorous IB education to the students in Suwon and surrounding communities, it has grown to serve approximately 500 students from over 20 nationalities.

The founder and Board of Trustees (BOT) of GSIS is the Hyosan International Education Foundation (HIEF). HIEF is responsible for the overall governance of GSIS and is composed of a group of experienced and dedicated individuals who are committed to providing a high-quality education for all students.

The school is located on a hillside in suburban Suwon, surrounded by a large forest park. The campus consists of three buildings- the main building, the athletics complex and a staff housing building ('KnightsTown'). Most staff live within walking distance of the school, with shopping and restaurants nearby. The school is approximately 45 minutes by bus from downtown Seoul and less than 90 minutes to Incheon International Airport.

GSIS is accredited by the Western Association of Schools and Colleges (WASC) and is also authorized and member of the International Baccalaureate Organization (IBO) to offer the Primary Years Program (PYP), the Middle Years Program (MYP), and the IB Diploma Program (DP). GSIS is an active member of the Association of Christian Schools International (ACSI), the East Asia Regional Council of Overseas Schools (EARCOS) and the Korean-American Interscholastic Activities Conference (KAIAC).

### **School Mission**

GSIS cultivates internationally minded learners to lead and serve for the glory of God.

### **Educational Philosophy**

Because each student is recognized as a person made in the image of God, Christian education should foster self-respect and self-worth as well as respect and esteem for others. For this reason, the goal of GSIS is to provide a quality educational environment in which each student's unique gifts of intellect, personality, stature, and spirit are given the best opportunities for development toward maturity. GSIS bases its philosophy on basic Christian beliefs.

### **The Community**

GSIS is truly a caring international school with a strong sense of community. The GSIS parent community (PTA) is active and supportive and initiates a myriad of activities and events that celebrate school life and supports social events. GSIS provides regular workshops and parenting sessions that encourage parent involvement in the school. GSIS is located in Suwon, which is a "green city" with an abundance of hiking trails, bike paths, parks, and tantalizing restaurants that help make life fun and adventuresome. Suwon is known also to be one of the safest cities in the world. Shopping is convenient with first rate shopping centers such as Home Plus, Costco, E-mart and Lotte Mart all located nearby. Transportation to Seoul and the outlying areas of Korea is easily accessible with buses and subway lines located nearby. International churches are easily accessible and are encouraged for the GSIS community. GSIS is located also only 20 miles from Pyongyang and is home to the largest US military base in the world. Suwon is also home to many professional sports teams such as soccer, baseball and basketball. Life in Suwon is safe, clean, active and full of energy!





## ***FACILITIES***

GSIS enjoys an idyllic surrounding of six acres that is nestled near the countryside, yet close proximity to the city. The school enjoys a large auditorium, with includes facilities for makeup, costumes and a drama classroom. GSIS also enjoys state-of-the-art Sports Complex that includes two gymnasiums, a high-quality turf soccer field, dance room, two tennis courts, well-equipped heated swimming pool with natural light. GSIS also enjoys two beautiful libraries for lower and upper schools, spacious science labs, design technology classrooms, visual and performing art facilities and a cafeteria with a healthy selection of both Korean and Western food.





## ***JOB DESCRIPTION***

The HOSAA will serve on behalf of the BOT to fulfill oversight of all academic affairs and support programs and logistics. The direct reports for the HOSAA will be the division principals.

The HOS will serve primarily on the behalf of the BOT on the evaluation and supervision of the HOSAA position, working with the Board regarding Board governance matters, school policy development, aspects of strategic planning, school development, alumni affairs, Korean public relations, and government agency partnerships. The HOSAA will directly report to the HOS.

- Academic Leadership: Develop and implement academic policies, programs and initiatives that align with the school's mission and goals. Recruit, train and evaluate teaching staff.
- Professional Development: Support the professional growth of teachers by organizing and facilitating professional development opportunities, workshops and training sessions.
- Curriculum Development: Work closely with curriculum coordinators and teachers to ensure the development, review and implementation of effective and innovative curriculum plans.
- Assessment and Evaluation: Oversee the assessment and evaluation processes, ensuring that they are aligned with educational standards and best practices. Analyze data to make informed decisions about curriculum improvements.
- Community Engagement: Build strong relationships with parents, local communities and educational stakeholders. Actively engage in community events and initiatives.
- Budget Management: Develop and manage the school budget in collaboration with the business office. Ensure financial sustainability and responsible fiscal management.
- Admissions and Enrollment: Collaborate with the Admissions team to ensure a smooth transition for new students and provide information to prospective families about the school's academic offerings.
- Accreditation and compliance: Work towards maintaining and obtaining relevant accreditations. Ensure compliance with educational regulations and standards.



## **POSITION QUALIFICATIONS**

Required: Strong spiritual Christian leader, graduate degree and/or administrative certification, successful experience as Head-of-School/Asst.Head-of-School and/or principal.

Preferred Qualifications: IB experience, International Experience, Successful experience as a recruiter, Strategic Planning experience, expertise in budgeting and finance, highly effective communication skills-writing/speaking/listening, collaborative leadership style, well developed interpersonal skills, organizational skills, marketing/advancement skills.

Desired Characteristics: Someone who understands, respects, values and appreciates the unique and special nature of Korean culture, and/or has an open mind and experience in adapting to a new culture.

## **SALARY AND BENEFITS**

The salary and benefits package is competitive and will be commensurate with qualifications and experience.

## **HOW TO APPLY**

We are looking for passionate educators to join us in working towards accomplishing our mission, to cultivate internationally minded learners to lead and serve for the glory of God. We encourage you to complete our online GSIS Employment Application (<https://form.jotform.com/11182911540>) now.

As a Christian school, we hold certain values and beliefs close to heart, which is why the pastoral reference is a mandatory component of our application process.

We kindly request that all applications be submitted exclusively through our website. Thank you for your understanding and cooperation. <https://www.gsis.sc.kr/community/employment>

Additional information about Gyeonggi Suwon International School can be found on the school's web site at: [www.gsis.sc.kr](http://www.gsis.sc.kr)

