



Position Statement  
**Secondary School Principal**





### The Place

Dhaka, the vibrant capital city of Bangladesh, is home to a thriving international community. As one of the fastest-growing megacities in the world, Dhaka attracts people from all corners of the globe with its rich cultural heritage, bustling economy, and warm hospitality. The city's diverse expatriate population includes diplomats, business professionals, aid workers, and students, all of whom contribute to the city's cosmopolitan atmosphere. At the same time, Dhaka is a hub for contemporary art, fashion, and cuisine, with a burgeoning scene of galleries, boutiques, and restaurants catering to international tastes.

American International School Dhaka (AISD) has operated in Bangladesh since 1972 and is located on a 4.5-acre site within the Baridhara Diplomatic Zone in Dhaka. We pride ourselves on providing a world-class learning and working environment. Our modern, spacious buildings house numerous community facilities, including an outdoor field, two gymnasiums, two libraries, a 350-seat performing arts center, a swimming pool, tennis courts, playgrounds, a fitness center, and over 60 classrooms. All our indoor and instructional spaces are fully air-conditioned, and an extensive air-quality filtration system is in operation.

The international character of Dhaka is evident near our campus, as there are various local and international restaurants and sporting and recreational clubs, all accessible to our expatriate community. With its thriving art scene, regional and global travel opportunities, and an international airport nearby, Dhaka offers a unique cultural experience for educators of the highest caliber.

### The School

AISD is a diverse PreK to Grade 12 school serving students from over 40 nationalities. We offer academic programs guided by American education principles and the International Baccalaureate. We aim to unlock students' potential through an innovative holistic program, outstanding educators, personalized learning opportunities, and state-of-the-art facilities. Activities and Athletics are an integral part of AISD's mission. Through a rich co-curricular program, students participate in activities and athletics that promote leadership, teamwork, sportsmanship, discipline, goal-setting, and valuable life skills.

AISD is accredited by NEASC and the International Baccalaureate Organization, utilizing the Primary Years Program and Diploma Program to empower our students to become global citizens. Our students are challenged to achieve their potential and encouraged to become lifelong learners and contribute meaningfully to society.

At AISD, we prioritize the development of our teachers and students and are committed to enhancing the lives of everyone in our school and community. On-campus consultants drawn from across the world form a significant part of our commitment to professional development, alongside educator attendance at in-person and virtual training opportunities. Our "In Residence at AISD" program brings experts in the arts, coaching, storytelling, and deep learning to our campus for extended periods.

Our school is more than just a place of education; it is a compassionate and diverse community that celebrates success, learns from failure, and embraces transition. We take pride in the values that drive our connectedness within the school and with the Bangladeshi community.

To learn more about the school, please visit [www.aisdhaka.org](http://www.aisdhaka.org)



## Secondary School Principal, July 2025

### Our Core Values

- We are a compassionate, caring, and diverse community
- We act with integrity and respect
- We embrace creativity and balance
- We are proud of our diversity and willingness to collaborate
- We hold each other accountable to these values.

### Mission Statement

AISD creates an academic and social environment based on American educational principles. We challenge students from an international community to achieve their potential, become life-long learners, and contribute to a changing global society.

### Our Vision

Preparing students to become stewards of a just and sustainable world.

### The Program

AISD follows the IB curriculum, anchored in the IB Learner Profile, which cultivates internationally-minded individuals committed to creating a better world. Through inquiry-based learning and reflection, students develop critical thinking skills and take responsible action. By embracing diversity, integrity, empathy, and balance, AISD nurtures students to be compassionate global citizens equipped to make positive contributions.

### INTENTIONALLY INCLUSIVE

Opening January 2025

AISD is launching an Inclusionary Learning Center to provide therapeutic support for students with exceptional profiles. This hub offers personalized interventions tailored to children's needs, fostering strengths and remediating challenges. We aim to partner with the community to make these services accessible to non-enrolled students, supporting both students in our school and those in the Dhaka community.



### Elementary School Program at AISD

AISD's Elementary School program fosters inquiry-based learning, critical thinking, and cultural appreciation. Our PreK program offers play-based learning and foundational skill development in multi-age classrooms. We offer diverse single-subject programs in Physical Education, Visual Arts, Library, Information Technology, Music, Bangla Language, and Life Skills.

### REIMAGINING PRE-K

Opening August 2024

Our new Prekindergarten spaces will include indoor and outdoor water play areas, indoor climbing zones, an Atelier space for literacy and creativity, and facilities to meet diverse sensory needs.





## Secondary School Program at AISD

AISD prioritizes the holistic development of every student, from Middle School through High School.

At our Middle School, we focus on academic and personal growth via our Advisory program and co-curricular activities. Our High School offers an international learning environment with an IB Diploma Program option.

Our commitment to excellence extends beyond academics, with a vibrant co-curricular program providing opportunities in athletics, performing arts, Model United Nations, service projects, and more.

### SERVICE LEARNING

AISD's Service Learning program prepares students for responsible citizenship by empowering them to act reciprocally with our partners.

### DISCOVERY WEEK

Discovery Week is an annual program for Grades 6 to 11 students. It offers authentic experiences beyond traditional classroom instruction and promotes diversity, self-awareness, global citizenship, personal responsibility, and empathy through service learning opportunities.

### ON THE FOREFRONT OF AI

AISD is ethically integrating AI to enrich student learning. We have partnered with a renowned education organization to empower educators to personalize assessments, incorporate data-driven decisions, and automate operations.



## Secondary School Principal, July 2025

### The Position

Guided by AISD's mission, vision, and core values, the Secondary School Principal will lead our vibrant Middle and High School divisions (grades 6-12), fostering a collaborative and engaging learning environment that empowers all students to achieve their unique potential. The Principal will join AISD's dedicated leadership team in July 2025.

### What Are We Looking For?

In preparation for this hire, our team drew inspiration from the work of renowned education expert Michael Fullan. We asked ourselves, "What qualities and attributes does AISD need in a leader to shape our future?" Based on our reflections, our fifty-two-year history, and our unique context in Bangladesh, we firmly believe that AISD's next Secondary School Principal must embody the following:

- A genuine love for the learning process itself, as well as a dedication to achieving outstanding outcomes for our students
- A commitment to embedding a culture of continuous improvement and innovation into our school's DNA
- The ability to thrive in a dynamic environment while modeling self-care and balance
- A positive, adaptable, and enthusiastic approach to work, with a focus on mobilizing people's commitment to action and improvement
- A strong understanding of systems thinking and the ability to align all aspects of the Secondary School to create a cohesive, effective learning environment
- Exceptional skills in building relationships, fostering collaboration, and creating a shared vision among all stakeholders
- A drive to advance Diversity, Equity, Inclusion, and Belonging for students, colleagues, and our community
- A passion for service learning approaches that explicitly focus on building the capacity to act through holistic skill development

### Scope of Work Includes

#### FOR STUDENTS

- Cultivate a safe, caring, and stimulating atmosphere that prioritizes student well-being and growth
- Ensure learning experiences are personalized to meet each student's academic and social-emotional needs
- Lead the transition programs at key inflection points in the journey of a secondary student and for incoming and departing students
- Oversee extensive counseling services and the college placement process

#### FOR TEACHING AND LEARNING

- Oversee the ongoing development, delivery, and evaluation of AISD's Secondary School program in alignment with the DP framework
- Collaborate with the Director of Curriculum, instructional coaches, and teams to implement innovative approaches that individualize student learning
- Ensure that systems are in place to effectively link and align curriculum, instruction, and assessment
- Drive the continuous enhancement of instruction and assessment practices to maximize student success

#### FOR FACULTY AND STAFF

- Recruit, nurture, develop, and retain an exceptional Secondary School educational team
- Implement AISD's professional growth framework to help all educators and staff reach their full potential
- Foster a positive and collaborative working environment that encourages accountability, open communication, creativity, and excellence
- Craft and lead ongoing professional learning opportunities for staff during AISD's late start mornings and professional development days, ensuring relevance and alignment with the Secondary School

## Secondary School Principal, July 2025

### LEADERSHIP AND COMMUNITY ENGAGEMENT

- Serve on AISD's Leadership Team, developing and executing strategic initiatives that fulfill our mission and vision
- Build strong relationships with students, parents, staff, and partners, embodying AISD's core values
- Enhance organizational capacity through ownership, delegation, and accountability
- Advance AISD's commitment to diversity, equity, inclusion, and belonging across the Secondary School Program
- Communicate and connect, building bridges and uniting stakeholders around a shared purpose
- Collaborate with teams to ensure the smooth functioning of the Secondary School
- Represent AISD locally and globally as a leader in international education

### SCHOOL OPERATIONS AND ADMINISTRATION

- Develop and manage the Secondary School budget and resources
- Collaborate with Admissions Team on student acceptance and placement
- Ensure compliance with school policies, accreditation standards, and legal requirements
- Serve on school-wide committees and task forces as needed

### Requirements and Qualifications

Any qualification or requirement that you (the candidate) think you need to be our next Secondary School Principal is probably required. They should also include the following:

- Success at a senior leadership level
- Deep understanding of the developmental needs of middle and high school learners
- Relevant education with advanced degrees
- A proven record of the ability to develop and inspire colleagues
- Knowledgeable about current research on learning, assessment, DEIB, and student well-being
- Experience with the IB MYP and DP programs strongly preferred

### Terms and Conditions of the Appointment

An initial, 3-year, renewable contract offers an attractive and competitive compensation and benefits package commensurate with the responsibilities of this exciting position.

### Application Process

Applicants should submit a comprehensive application package consisting of a resume, a compelling cover letter highlighting their qualifications related to the key job requirements, and a statement of educational philosophy. Please combine all documents into a single PDF file and send it to [leadershipapp@aisdhaka.org](mailto:leadershipapp@aisdhaka.org).

### Timeline

The School seeks to make an appointment for this position for July 2025. All applications should be submitted expeditiously and no later than July 20, 2024. AISD will process applications as they are received and reserves the right to move forward with this appointment when the appropriate candidate has been identified. We are actively committed to diversity, equity, and inclusion in our hiring practices.

### Child Protection Policy

AISD is committed to protecting all children and young people from harm. We recognize that child protection and welfare considerations permeate all aspects of school life and must be reflected in the school's policies, practices, and activities. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children. [AISD Child Protection Policy](#)