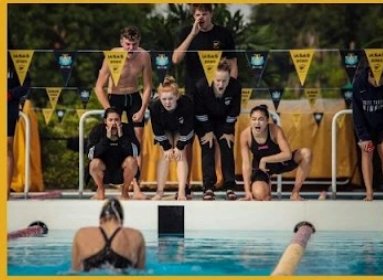




International School Bangkok





Seeks an ASSOCIATE DIRECTOR OF ENGAGEMENT

Reports to: Executive Director of Engagement and Enrollment

Primary Goal:

The Associate Director of Engagement (ADE) is responsible for developing strong relationships between the school and current families, alumni, and community partners in support of the school's mission, vision, values, and strategic plan. The ADE is the school ambassador within the community and is responsible for ensuring stakeholders understand and align to the school's identity and values. The ADE will implement a comprehensive community engagement strategy that promotes connection and volunteerism to foster a culture of contribution to the school, community, and host country. Primary responsibilities include coordinating parent engagement, building a strong alumni network, and identifying community partnerships that extend learning and community beyond the campus.

Scope:

Collaborating with a school School Advancement Team and the Head of School, the ADE will support the school in fostering an inclusive and intercultural community atmosphere that promotes engagement and contribution. The position is responsible for facilitating opportunities for parental engagement in three areas: 1) volunteerism within the school, 2) parent-to-parent engagement to foster community, and 3) leveraging parental expertise and culture to promote academic learning. The ADE serves as the primary connection with the alumni community and is responsible for expanding the alumni network and leveraging the opportunities to contribute time and talents to their alma mater. The ADE will collaborate with the Business Development Manager to identify strategic community partnerships that will benefit the school and its students.

The Associate Director of Engagement will work with a diverse stakeholder group and will be responsible for ensuring the ISB brand and culture is well understood within the school and broader Bangkok community. The ADE will foster community, growth relationships, and drive the community's perceptions of ISB.



International School Bangkok

Demonstrated experience and performance in fulfilling the following role responsibilities:

Parent Engagement

- Working with the Executive Director, develop and execute a comprehensive parental engagement strategy aligned with the mission, vision, and values.
- Clearly articulate the ISB parent engagement opportunities and volunteer expectations within the parent community. Invite parents to contribute to the school community within the appropriate channels of engagement.
- Provide oversight and guidance to execute parent engagement activities and events to improve connection to the school and engagement within the parent community.
- Execute the school engagement strategy across all cultural groups within the school community and foster intercultural understanding between groups in alignment with the schools mission and values.
- Develop and monitor data-informed metrics that ensure a strong mission-appropriate parental engagement.
- Establish annual objectives and key results related to parental engagement and contribution.
- Strategically and systematically leverage parental expertise and talents to contribute to the school learning program and extend authentic learning opportunities for students.
- Oversee and monitor parent engagement to ensure alignment with the school mission, vision, values, and strategy. Disrupt and redirect inappropriate parental engagement and/or behavior within the parent engagement channels.

Alumni Engagement

- Working with the executive director, develop and execute a comprehensive alumni engagement strategy aligned with the mission, vision, and values.
- Expand the alumni network through purposeful outreach and engagement.
- Establish coherent engagement and communications channels for alumni to authentically engage and benefit from engagement with the school and each other.
- Plan, coordinate, and execute alumni engagement activities and events to improve connection to the school and engagement within the alumni community.
- Strategically and systematically leverage alumni expertise and talents to contribute to the school learning program and extend authentic learning opportunities for students.

Community Engagement

- Working with the executive director, develop and execute a community engagement strategy aligned with the mission, vision, and values.
- Ensure all community engagement activities are beneficial to the school and have a local community impact.



International School Bangkok

- Establish priority partnerships with key external entities that align with the ISB brand and facilitate the school strategic plan.
- Strategically and systematically leverage community expertise and partnerships to contribute to the school learning program and extend authentic learning opportunities for students.
- Be the primary point of contact for all external entities seeking on-campus partnerships with ISB.

Minimum Qualifications:

Bachelor's degree in education, community relations, hospitality, communications, public administration, or or related field and minimum 3 years' experience in a community organization, customer relations or related field, preferably in an international or independent education environment with experience that includes a comprehensive understanding of the relationship engagement and community in supporting the engagement goals of the school.

Professional and Personal Qualities:

- Proven track record of developing and executing successful engagement campaigns.
- Exceptional written and verbal communications skills with an ability to foster strong interpersonal relationships.
- Highly effective facilitation skills to create open space for contribution and connection.
- Strong listening skills with the ability to understand cultural differences and build shared purpose and understanding.
- Ability to engage courteously and positively while promoting the mission, vision, and values of the school.
- Ability to foster purpose and commitment to the school's engagement strategy.
- Demonstrated ability to think creatively and identify novel approaches to produce differential performance.
- Ability to work collaboratively within a fast-paced, high energy environment.
- Ability to task-switch and manage multiple responsibilities and concurrent priorities in a composed and efficient manner.
- Joyful disposition, positive and solution oriented approach to problem solving.
- Passion for education and alignment with the values of International School Bangkok.
- Experience inspiring a team and cultivating excellent performance is a plus.
- Willingness to work non-traditional hours and open to travel as necessary.
- Fluency in Thai is desirable, but not required

Salary and Benefits will be competitive with other large international schools in Thailand.



International School Bangkok

Procedure for Filing Application

Interested candidates should submit their letter of interest and resume to recruit@isb.ac.th AT THE EARLIEST POSSIBLE OPPORTUNITY. Candidates should note, however, that in the event an outstanding applicant is identified early in the search process, ISB reserves the right to make an appointment before the deadline.



About ISB

ISB Vision

Enriching communities through the intellectual, humanitarian and creative thoughts and actions of our learners

ISB Mission

Through outstanding teaching in a nurturing environment, ISB inspires students to

- Achieve their academic and personal potential
- Be passionate, reflective learners
- Become caring, global citizens
- Lead healthy, active, balanced lives

ISB Definition of Learning

Learning is the primary focus of our school and we recognize learning as a lifelong adventure. ISB values meaningful and transferable learning where we construct understanding by developing and applying knowledge, skills and attitudes. As learners, we develop and show our understanding when we:

- Apply our learning to new situations
- Inquire to extend our learning
- Create solutions
- Communicate our learning effectively
- Make connections across our learning
- Reflect critically on our learning

ISB Learner Attributes

At ISB, we develop learners who are:

- Adaptable
- Creative
- Globally-minded
- Self-managing
- Socially-intelligent
- Value-driven

History

Founded in 1951, ISB was the first international school in the Kingdom of Thailand. The school initially opened on the grounds of the US Embassy with 35 students, but with increasing enrollment moved to different campuses in the Bangkok area. Enrollment reached 3,650 students during the Vietnam War. In 1992, ISB moved to its present 35 acre purpose-built campus, 25 km from the center of Bangkok. 1,810 students are currently enrolled in the Elementary, Middle, and High schools.

Community

ISB is proudly international in its student body, enrolling students from more than sixty countries. Students from the United States account for the highest percentage of enrollment, with students from Thailand, China, Japan, and Korea forming other major



International School Bangkok

nationality groups. English is a second or third language for more than half of the students.

Academic Program

ISB provides a university preparatory program with English as the language of instruction. Graduates earn a U.S. high school diploma and most students elect to pursue the International Baccalaureate Diploma program.

Inclusion

Our school is part of the **Next Frontier Inclusion** network of schools. This signifies our unwavering commitment to develop our capacity to support more diverse learning needs. Therefore, we are seeking educators that not only embrace inclusion as a concept but successfully adjust their teaching to meet the needs of all learners. This includes students who need a higher level of challenge as well as those who require more support or a different approach to their learning.

Child Safeguarding / Culture of Care

Safeguarding is a priority at ISB. Our Student Safeguarding Policy outlines the measures we take to create a safe and nurturing environment for all of the children we come into contact with in our work, as well as the procedures we use to ensure that we fulfill our professional and ethical obligation to identify children who are in need of help and protection and to take appropriate action to ensure their wellbeing. All employees and associates are required to adhere to a Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.

Additionally, ISB recognizes that every person deserves to be treated with respect and care. To this end, our Culture of Care, Learner Attributes (Creative, Socially Intelligent, Adaptable, Globally Minded, Self Managing, and Values Driven), and ISB Values (Courage, Commitment Care, Responsibility, Gratitude, Integrity, Respect, Balance) underscore all of our interactions. We have worked hard to establish a positive, safe environment for learning and working and seek educators who embody these principles and values.

Faculty

The Pre-K to 12 faculty consists of over 200 educators, including librarians, counselors, psychologists, learning coaches, and special education teachers. Each of the school's three divisions has a principal and one or more assistant principals. There is also a Head of School, a Deputy Head of Learning, and a Deputy Head of School/Chief Financial Officer.

DEIB - ISB Statement

At ISB we understand that the issues we are facing around diversity, equity, inclusion, and belonging (DEIB) are far-reaching, and as such, we are committed to taking a



International School Bangkok

proactive approach to eliminating all forms of racism, discrimination, prejudice, and bias.

We are devoted to being a community that is welcoming, inclusive, and equitable. It is not enough to simply be diverse. We are dedicated to creating spaces where diversity can flourish by uplifting individuals and social identity groups to be proud of their uniqueness while honoring differences.

Our community is actively engaged in reflection and action planning to ensure that our school is creating and maintaining an inclusive culture where everyone feels they belong and where students leave ISB with the attitudes, values, and tools they need to enrich the world.

We know that this work is ongoing and will require continual focus and commitment. We come to this task with deep humility, knowing that we have much to learn. We invite you to learn alongside us.



International School Bangkok

