



INTERNATIONAL
SCHOOL *of* DAKAR



Elementary Assistant Principal – PYP Coordinator

FOR AUGUST 2027

APPLICATION DEADLINE

October 15th, 2026

ISD



DK-1983-IS



ABOUT ISD

OUR VISION

Our community leads, inspires and impacts global change with compassion and wisdom.

OUR MISSION

We nurture each learner's growth.
We embrace each other and our local community.
We foster diverse perspectives and global citizenship.

OUR GUIDING PRINCIPLES

The guiding principles for the role are that the person:

- Supports the mission, vision and values of ISD, as well as the IB Learner Profile
- Supports student learning and development in working collaboratively with the faculty
- Supports and advances inclusion
- Supports and advances intercultural education
- Incorporates current research and best practices in executing key responsibilities
- Positively supports school development as outlined in the ISD Strategic Plan

WHO WE ARE

The International School of Dakar (ISD), founded in 1983, is an independent, English-medium International School offering the IB Primary Years Programme, IB Middle Years Programme and IB Diploma Programme, as well as the ISD Career Related Programme.

We have over 600 students from over 100 countries and we are committed to inclusion and multiculturalism. Our community is transient, dynamic and caring.

ISD is committed to recruiting educators that reflect the diversity of our students; we encourage applications from teachers from a wide variety of backgrounds.

ISD is fully accredited by the Council of International Schools (CIS) and Middle States Association of Colleges and Schools (MSA) and authorized by the International Baccalaureate (IB).

Learn more about us [here](#).



THE STAFF

The staff at ISD is an amazing group of people whose diversity closely reflects that of our student body. Much like the “teranga” hospitality you will find in Senegal, the ISD faculty and staff are welcoming, caring, and passionate about supporting student growth and well-being.

The diverse staff body has over **45 different nationalities**. There are **270 members of staff** who speak a variety of languages. Among these are **105 faculty**, who hail from all over the world, and a committed team of support staff, and administrators who are the foundation of the school operations.

ISD is a full IB continuum school with a clear commitment to critical thinking, academic growth, and international mindedness.





THE CURRICULUM

ISD offers the globally recognized International Baccalaureate (IB) framework, fostering well-rounded development from ages 3 to 18.

- Primary Years Programme (PYP, PreK - Gr.5)
- Middle Years Programme (MYP, Gr. 6-10)
- IB Diploma Programme (Gr. 11-12).

The IB fosters international understanding, beginning with students' own culture, and cultivates a positive approach to learning, preparing them well for university. Its rigorous global standards and assessment are highly valued by universities worldwide, and it emphasizes the holistic development of each student.

Our Elementary School provides a nurturing environment for our youngest learners, from PreK3 through Grade 5. With small class sizes in PreK and Kindergarten, and a maximum of 22 students in Grades 1-5, we ensure individual attention. Our campus supports student learning both inside and outside the classroom. Our strong sense of community brings us together for assemblies and celebrations.

Our student-centered academic program, guided by the IB Primary Years Programme (PYP), encourages inquiry and exploration. We integrate all subjects into engaging units of inquiry. We incorporate authentic links with Senegal into these units of inquiry, so that students can experience the rich culture.

The Elementary School curriculum includes eight core subject areas: English Language Arts, Mathematics, Social and Natural Science, French, Visual Arts, Music, and Personal, Social and Health Education (PSHE). Students also participate in Library and Social Emotional Learning (SEL), which complement the curriculum by supporting the development of skills and wellbeing.

In the Early Years (PreK3-Kindergarten), students engage in four Units of Inquiry each year. This reflects the developmental needs of young learners and allows additional time for sustained, play-based inquiry while ensuring broad conceptual coverage across the Primary Years Programme. From Grade 1 through Grade 5, students engage in six Units of Inquiry annually, one under each transdisciplinary theme.

POSITION OVERVIEW

REPORTS TO/SUPERVISED BY: Elementary School Principal

The Elementary Assistant Principal – PYP Coordinator provides administrative, operational, and instructional leadership across the Elementary School. This role is responsible for driving the IB Primary Years Programme (PYP) curriculum, leading data-driven instructional practices and collaborating with the Elementary School Principal to ensure operational excellence and strategic alignment.

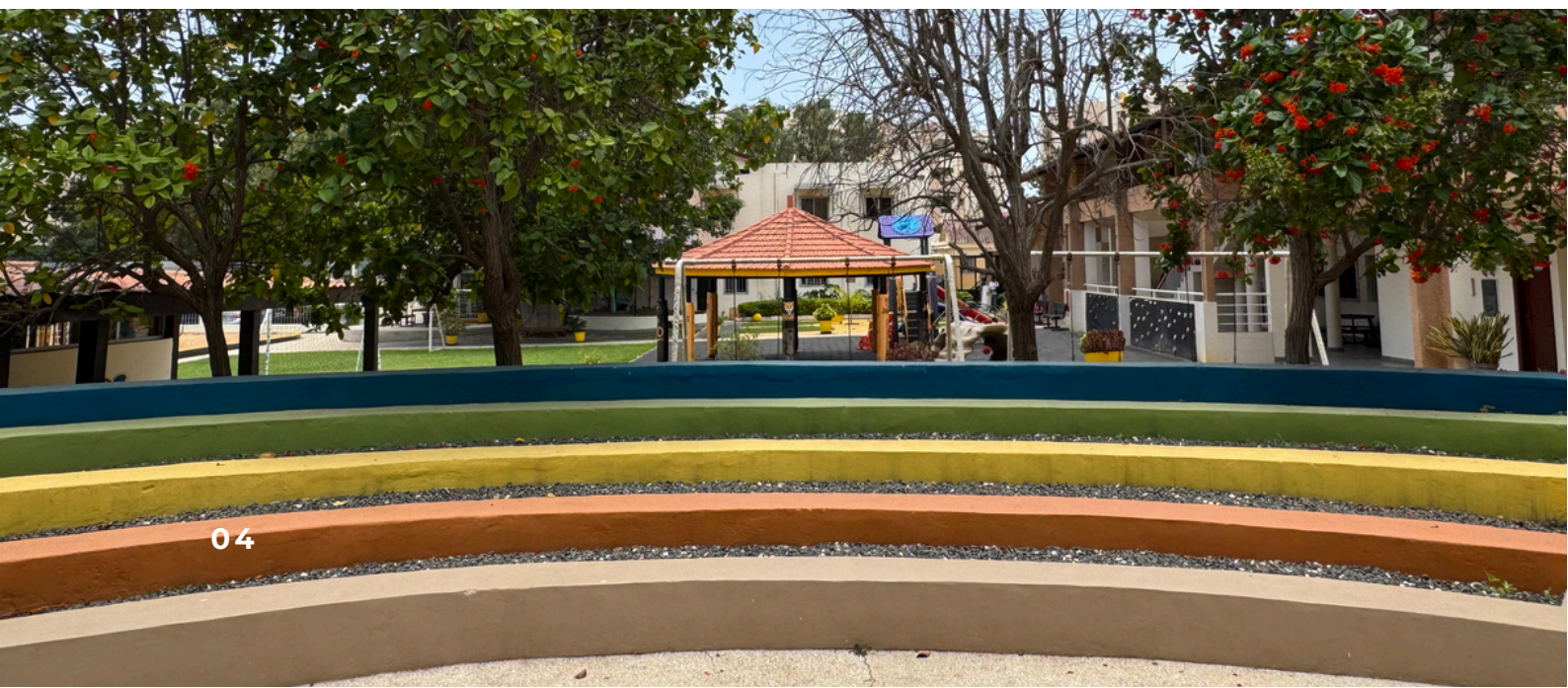
RESPONSIBILITIES

1. Leadership, Management & Operations

- Collaborate with the Elementary School Principal to drive implementation of the School's Vision, Mission, and Values.
- Serve as the acting Elementary Principal in the absence of the Principal.
- Partner with the Principal to create master schedules, including recess and lunch coverage.
- Lead, motivate, and evaluate elementary faculty, instructional assistants, and staff while fostering a professional campus climate.
- Plan and facilitate regular staff development sessions during weekly meeting slots and designated PD days.
- Play an active role in the Professional Growth Process by supporting teachers to create goals and by observing their teaching.

2. Curriculum Leadership and PYP Coordination

- Lead the inquiry-based teaching, learning, and assessment cycle for all elementary teachers and instructional assistants.
- Oversee the design, documentation, and continuous refinement of the Programme of Inquiry and Units of Inquiry.
- Lead the Elementary School's accreditation journey, manage IB documentation, and maintain full compliance with IB PYP standards.
- Onboard and support staff with core curriculum initiatives (including PYP, Toddler, Foundations, Tiered Systems of Support etc).



3. Admissions

- Support the ES Principal in the Admissions process for new students.
- In the absence of the ES Principal, welcome new families and students.

4. Data, Assessment & Reporting

- Cultivate a data-driven school culture using toolsets (Data Trackers, MAP, Portfolios) to inform decision-making and elevate student outcomes.
- Establish and communicate guidelines, timelines, and proofreading expectations for student progress reporting.
- Organize and coordinate reporting milestones, including Toddle updates, Student-Led Conferences, and Parent-Teacher Conferences.
- Integrate feedback from accreditation and IB reports to refine long-term curriculum goals.
- Ensure written reports are up-to-date for each grade and subject to reflect current units of inquiry and subject standards.
- Support the ES Principal with proofreading reports before they are sent to parents.

5. Communication & Community Engagement

- Maintain close communication with the ES Principal and whole school leadership team through scheduled meetings.
- Lead parent workshops to increase community understanding of inquiry-based learning, the PYP, and the PYP Exhibition (PYPX).
- Partner with Communications and Marketing to showcase student learning, highlight events, and integrate local community resources into units of inquiry.
- Cultivate positive, visible relationships with students, parents, and faculty, so all community members feel seen, heard, and valued.

KEY QUALIFICATIONS AND REQUIREMENTS

- **Education:** Master's degree in Educational Leadership, Administration, Curriculum and Instruction, or a related field (preferred).
- **Experience:** Proven experience in elementary school leadership and extensive experience as an IB PYP educator or coordinator.
- **Technical Knowledge:** Deep understanding of inquiry pedagogy, EAL integration, standardized testing data (MAP), and IB authorization requirements.
- **Skills:** Strong communication, interpersonal, crisis management, team-building, organization and data-analysis skills.
- Ability to work effectively with a diverse school community.
- Commitment to safeguarding and promoting the welfare of children.
- Experience with Singapore Math would be an advantage.
- Fluency in English is required. A conversational level of French would be an advantage.

COMPENSATION AND BENEFITS

ISD offers an initial two-year renewable contract, along with a competitive salary and comprehensive benefits package.

HOW TO APPLY

Application Deadline: October 15th, 2026.

The deadline for applications is October 15th, 2026. Candidates are requested to submit a letter of interest and the requested materials listed below as early as possible, as the Search Committee reserves the right to close the selection process at any time if the right candidate is found. Applications will be reviewed as they are received.

The appointment of the new Elementary Assistant Principal – PYP Coordinator will be made following reference and background checks. Candidates should be available to start in August 2027. Candidates should send the information listed below to recruiting@faculty.isd.sn as a single pdf file attached to an email, subject line Elementary Assistant Principal.

- A letter of application, explaining your strengths as a candidate and why you are interested in the Elementary Assistant Principal – PYP Coordinator position at ISD.
- A current résumé.
- List of references and/or agencies where confidential references are stored.



Contact: recruiting@faculty.isd.sn



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