

POSITION TITLE

# MIDDLE AND HIGH SCHOOL PRINCIPAL

www.aisabuja.org




## MISSION

**CHALLENGE, COLLABORATE, EMPOWER:** INSPIRING GLOBAL CITIZENS TO BE LIFELONG LEARNERS.

## VISION

**THE AISA VISION IS TO BE A WORLD-CLASS INTERNATIONAL SCHOOL THAT DEVELOPS STUDENTS' SKILLS, KNOWLEDGE AND CHARACTER TO ENABLE THEM TO ACHIEVE THEIR FULL POTENTIAL AND PURSUE THEIR DREAMS.**

## CORE VALUES

- ALL PEOPLE HAVE EQUAL AND INHERENT WORTH AND DIGNITY.
- COLLABORATION AND CONSENSUS- BUILDING CONTRIBUTE TO AN EFFECTIVE COMMUNITY.
- EMBRACING DIVERSITY STRENGTHENS INDIVIDUALS AND UNIFIES OUR COMMUNITY.
- CONTINUOUS GROWTH AND PERSEVERANCE ARE FUNDAMENTAL IN PURSUING ONE'S GOALS.
- INTENTIONALLY BUILDING TRUST FACILITATES DEPENDABLE RELATIONSHIPS.

# AISA AT A GLANCE

FAST FACTS



**1993**

Founded



**400+ students**

Enrollment



**40+**

Nationalities Represented



**180+**

Faculty & Staff



**11:1**

Teacher-to-student ratio



**Pre-school - Grade 12**

Grade Levels

## ACCREDITATION AND MEMBERSHIP

AAIE · AMIS The Association for Music in International Schools · MIDDLE STATES ASSOCIATION · AISA Association of International Schools in Africa · INTERNATIONAL ACAC International Association for College Admission Counseling · AP CollegeBoard Advanced Placement Program

| SCHOOL TYPE | FACULTY | BOARD MEMBERS | STUDENT AGE RANGE |
|---|---|---|---|
| **Independent, non-profit** | **78 (Over 11 nationalities)** | **7** | **3–18** |

www.aisabuja.org















"One Mission, Many Shades of **Smiles**."

www.**aisabuja**.org



# ABOUT US

T**he American International School of Abuja (AISA)** is a private, nonprofit, English-medium of instruction, coeducational, college preparatory day school offering programs from preschool (age 3) through grade 12. **Located in Nigeria's capital, AISA was founded in 1993** and serves diplomatic, expatriate, and local families. The school year consists of two semesters, spanning from August to June. **AISA has 182 instructional days.**

AISA is a US Department of State Overseas School and offers a broad and balanced American-style education.

Across Early Childhood and Elementary School, Middle School, and High School, we provide a balanced American-style education that nurtures academic excellence, creativity, and character. Our curriculum aligns with internationally recognised standards, including AERO Common Core Standards, and incorporates learning approaches such as Readers' and Writers' Workshop and Advanced Placement (AP).
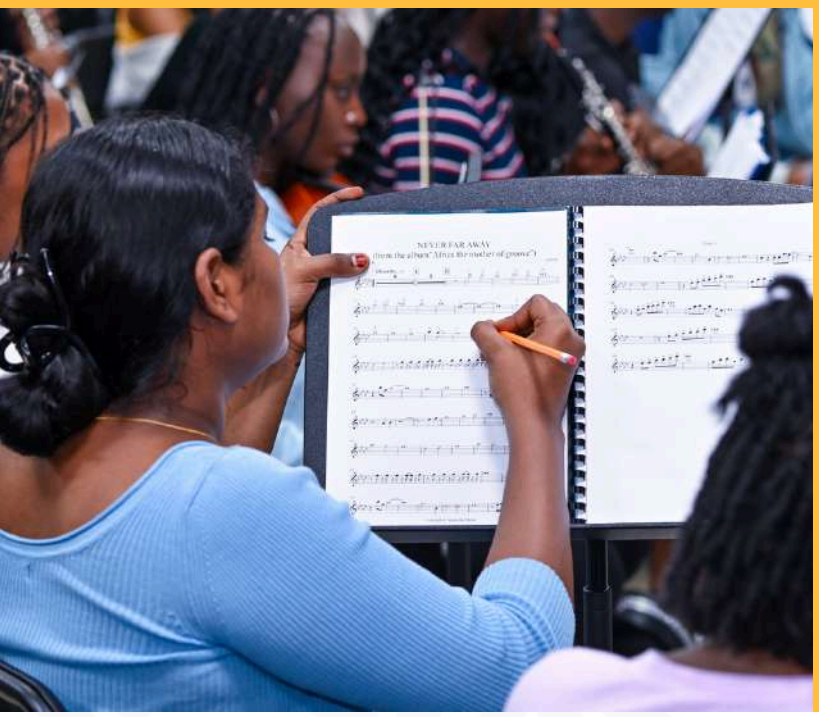
Through academics, the arts, athletics, leadership, and community service, students develop critical thinking, collaboration, and independence.

**At AISA, we Challenge, Collaborate, and Empower—preparing lifelong learners and compassionate global citizens to thrive in university and beyond.**











# CURRICULUM & ACADEMICS

AISA follows an American-based curriculum enriched with international perspectives. The program emphasizes inquiry, problem-solving, creativity, and collaboration.

- **Early Childhood:** A play-based program that focuses on social-emotional learning and academic readiness through a thematic, play-based curriculum
- **Elementary:** Focus on literacy, numeracy, creativity, and inquiry-based learning.
- **Middle School:** A balanced program blending core academics, arts, technology, and exploratory courses.
- **High School:** A rigorous college-preparatory curriculum with Advanced Placement (AP) options and individualized university counseling.

# CAMPUS, FACILITIES & ENVIRONMENT

The American International School of Abuja is a state-of-the-art, secure, single campus designed to inspire learning and creativity. Students benefit from multiple science labs, a vibrant library and media center stocked with books, e-books, and magazines, and dedicated performing and visual arts spaces for music, drama, and art.

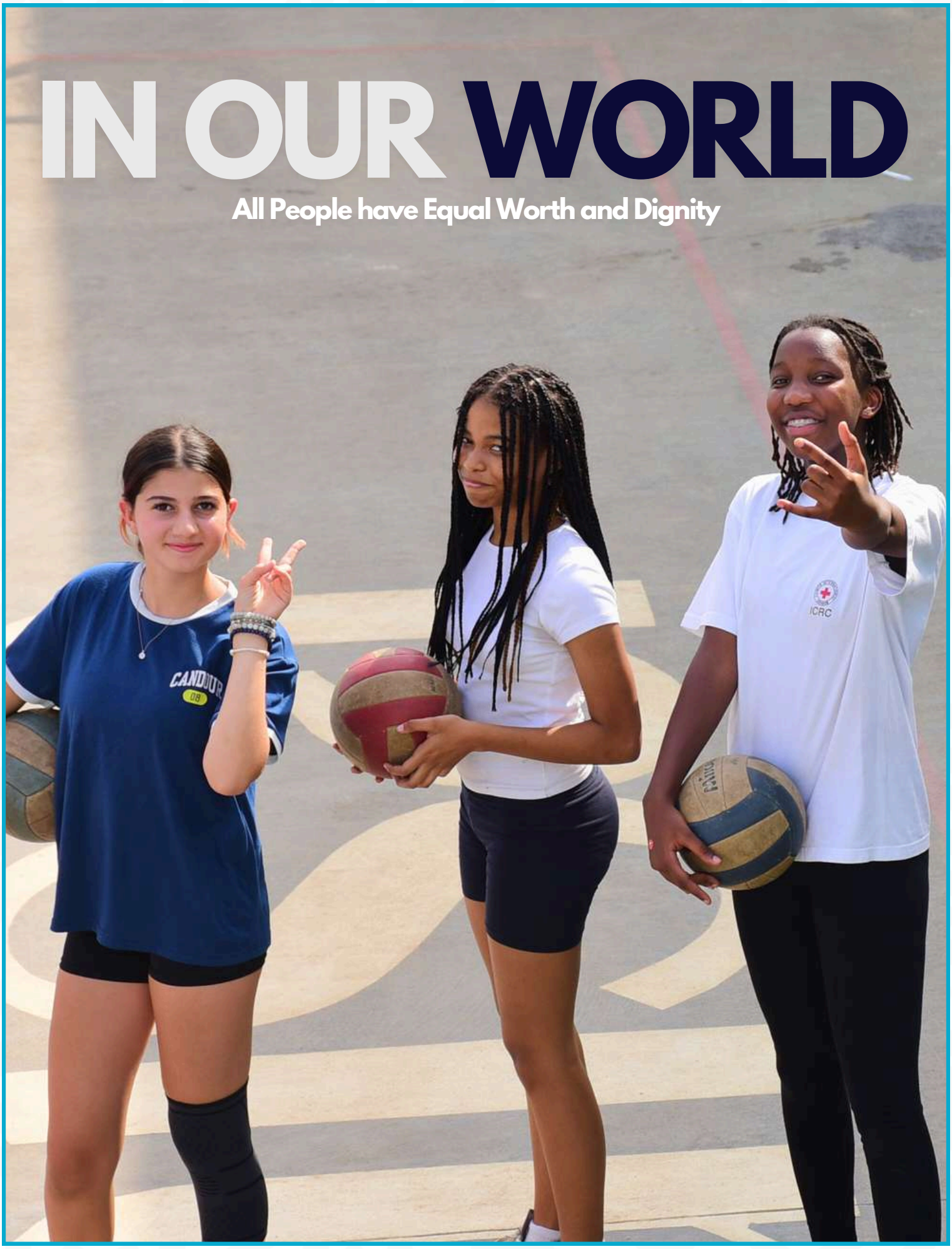
Outdoor facilities include playgrounds, green spaces, a community garden, sports courts, a multipurpose hall, a swimming pool, a bunny area, and a mini golf course, creating endless opportunities for recreation, exploration, and hands-on learning in a safe and welcoming environment.





# IN OUR WORLD

**All People have Equal Worth and Dignity**



## THE STUDENT BODY

AISA welcomes a vibrant, international community representing more than 40 nationalities from Early Childhood through Grade 12. Nigerian students comprise a significant portion of our enrollment, with the remainder coming from across Africa, Europe, Asia, and the Americas. Small class sizes—typically 18 to 22 students—ensure personalized attention and strong teacher–student connections.

## FACULTY

Our faculty is composed of highly qualified international and local educators from the United States, Canada, Europe, Africa, and beyond. They bring a rich diversity of perspectives and a shared commitment to student success. Ongoing professional development is a cornerstone of AISA's culture, keeping teachers at the forefront of global education practices.

## COMMUNITY & PARENT INVOLVEMENT

The AISA community is strengthened by active parent partnerships and a welcoming spirit. The energetic Parent Teacher Association (PTA) fosters close ties among families, staff, and students, hosting signature events such as International Day, Nigeria Day, Food & Fun Fairs, talent shows, and community service projects. These gatherings celebrate diversity and create meaningful opportunities for families to engage with school life.

## STUDENT VOICE

Leadership and student agency thrive across all divisions through Student Councils (StuCo):

- Elementary StuCo – introduces young learners to leadership and service.
- Middle School StuCo – empowers students to plan activities, represent peers, and promote school spirit.
- High School StuCo – leads major events, advocates for student interests, and models civic responsibility.

From grade-level representatives to school-wide initiatives, these councils ensure that student perspectives help shape the AISA experience.



CONTACT **INFORMATION**

**SCHOOL ADDRESS:**
Plot 346 Cadastral Zone B02, Durumi District, Abuja,
**FCT - 900104**

**SCHOOL CODES:**
CEEB: 630540
UCAS: 45704

admission@aisabuja.com
**+234 703 215 3798**
www.aisabuja.org

# BEYOND THE CLASSROOM

BEYOND THE CLASSROOM

**Athletics**: Soccer, basketball, swimming, track & field, volleyball, and more (through WAISAL competitions).
**Arts**: Drama productions, visual arts exhibitions, choir, and music programs.
**Clubs & Activities:** Student Council, Model United Nations (MUN), Robotics, Media Club, and Service Learning.
**Community Service:** Students participate in outreach initiatives and sustainability projects that foster empathy and leadership.
























PLEASE
ENERGY
SPACE




THE BODY

# LIVING IN ABUJA, **NIGERIA**

Moving to Abuja offers families a unique opportunity to experience West Africa's vibrant culture while enjoying the comforts of a modern, planned city. With English as the official language, a thriving expatriate community, and a rich mix of traditions, music, and cuisine, Nigeria provides an exciting backdrop for AISA families.

### POPULATION

Africa's most populous country – 220+ million people

### OFFICIAL LANGUAGE

**English** is official, alongside 500+ local languages (Hausa, Yoruba, Igbo, etc.)

### ABUJA, THE CAPITAL CITY

**Abuja** is a planned capital with green spaces, international community, and modern amenities.

### CULTURE

Renowned for Afrobeats music, world-class literature, and colorful fashion.

### CLIMATE

Tropical with **Rainy (Apr–Oct)** and **Dry (Nov–Mar)** seasons; Abuja is cooler and less humid than coastal cities.

### ECONOMY

One of Africa's largest—rich in oil, agriculture, and a fast-growing tech sector.

### TRAVEL & LIFESTYLE

Direct international flights; shopping, global cuisine, festivals, hiking spots like Aso Rock and Millennium Park.

### RELIGION

Largely **Christian** and **Muslim**, with traditional beliefs also practiced; religious tolerance and diversity are part of daily life.




WELCOME TO
**NIGERIA**

# POSITION: MIDDLE AND HIGH SCHOOL PRINCIPAL

## POSITION DESCRIPTION/OVERVIEW:

The MS/HS Principal is entrusted with the stewardship of the Secondary program at AISA and is responsible for ensuring high standards are met in all areas.

The selected candidate will provide leadership focused on continuous improvement in all areas of the Middle and High School, with a particularly strong emphasis on student-centred learning. He/she is responsible for leading the school in accordance with sound principles of curriculum development, assessment and instruction, human resources management, and proactive communication.

The MS/HS Principal will lead the secondary school in a collaborative manner that is consistent with approved policies of the American International School of Abuja, and best practice in all world-class international schools.

## POSITION REQUIREMENT

1. Proven leadership experience with a minimum of three years of K-12 MS/Principal/Director/ Superintendent experience in an American International school setting.
2. Minimum of five years of successful teaching experience in a Middle or High School.
3. Teacher certificate required; administrative credential preferred.
4. Teaching and administrative experience working with AP and Capstone programs preferred.
5. Master's degree or advanced graduate study preferably in Middle & High School education and administration.
6. Expressed commitment to a multi-year tenure of service in the role of MS/HS Principal at AISA.
7. Confirmed record of collaborative leadership which serves to empower each group within the AISA school community to make quality contributions.
8. Demonstrated capacity to successfully recruit, retain, and further develop outstanding faculty, staff, and administrators in support of the school's mission.
9. A record of success in implementing and further developing multi-year plans focused on continuous school improvement.
10. An understanding of the MSA accreditation standards and a clear commitment to ensuring that the standards are successfully achieved in alignment with the strategic plan.
11. Strong emphasis on Educational Leadership, standards-based grading, and Curriculum development.
12. Proven record of active leadership within a school's leadership team.

## DESCRIPTION OF DUTIES

1. Organize, administer, promote, and provide instructional leadership to the curricular and co-curricular programs of the Middle/High School division.
2. Prepare and administer the Middle/High School program budget, and requisition appropriate supplies and equipment within that budget.
3. Develop and place into operation appropriate rules and regulations governing student conduct and responsibilities.
4. Organize and manage faculty and staff and their assignments, be a coach/mentor to, and evaluate faculty and staff performance on an ongoing basis.
5. Foster and maintain clear school-community relations by: keeping the community aware of and responsive to the Middle/High School division's programs and activities; active participation at school assemblies; providing articles and information to parents directly via the school newsletter; and participating in parent groups such as PTA.
6. Comply with and implement all relevant Board Policies and administration requirements.
7. Work with School leadership on school-wide projects as needed.
8. Assist the Head of School in the hiring of qualified faculty and support staff.
9. Work with the admissions office in making admission decisions.
10. Participate in whole-school curricular efforts.

## DESIRED PERSONAL CHARACTERISTICS

1. Demonstrates visionary educational leadership and is a role model to faculty and staff.
2. Demonstrates the ability to develop a collegial and collaborative environment amongst the faculty that promotes a positive atmosphere where all stakeholders have a voice and feel valued and respected.
3. Demonstrates strong interpersonal skills.
4. Demonstrates excellent communication skills.

5. Is flexible, with a sense of humour and the capacity to adapt to dynamic situations.
6. Strong organizational skills and the ability to handle multiple tasks.
7. Interest in living and working in Nigeria.
8. Capacity to interact diplomatically with all stakeholders as a means of building community both within AISA and in the general community, while also respecting the school's governing principles.
9. Open-minded in terms of technology integration and innovation.

## PROFESSIONALISM

- Maintains positive working relationships with students, colleagues, parents, and administrators
- Exhibits professional and ethical behaviour at all times in school and in the community
- Dresses professionally in line with the dress code indicated in the faculty handbook
- Arrives at work and meetings punctually and prepared
- Receptive and open to feedback from colleagues, administrators, students, and parents

## OTHER

- Complies with all school policies and regulations
- Participates in extended day/weekend programming and marketing initiatives
- Any additional duties or responsibilities as assigned by the immediate supervisor

## PERSONAL CHARACTERISTICS

1. A collaborative attitude and willingness to work with others
2. Flexibility and adaptability in dealing with difficult decisions and/or changing circumstances
3. A high sense of organization and order
4. Knowledge and previous training in the Understanding by Design framework is preferred
5. Experience with initiatives/programs such as Reader's/Writer's Workshop, Advanced Placement, Common Core preferred.
6. Demonstrates the ability to develop a collegial, collaborative, and positive atmosphere amongst the faculty.
7. Demonstrates strong interpersonal skills.
8. Demonstrates excellent communication skills.
9. Is flexible and has a sense of humour.
10. Interest in living and working in Nigeria.




## SALARY AND BENEFITS

The salary and benefit package for the MSHS Principal is competitive and will be commensurate with the candidate's qualifications and experience.

## PROCEDURE FOR SUBMITTING AN APPLICATION

The review of files will begin as soon as applications are received. Finalists will be selected by the Search Committee.

AISA reserves the right to choose this search early if a strong candidate is identified and selected. Therefore, candidates are encouraged to submit their application ASAP.

The new MSHS Principal will be selected at the conclusion of the final interviews and reference checks. The new MSHS Principal will assume his/her professional responsibilities in August 2027.

**Candidates should send the information listed below as a single PDF file attached to an email, sent to the Head of School, Mr. Greg Hughes (greg.hughes@aisabuja.com);**

- A letter of application, explaining your strengths as a candidate and why you are interested in the MSHS Principal position at AISA.
- A statement describing your management and educational philosophy, not to exceed two pages.
- A current résumé not to exceed two pages.
- A one-page list of references who have served as immediate supervisors with current addresses, phone numbers, and email addresses.
- A maximum of four letters of reference (scanned at low resolution) that may already be in your possession.