



**School Vacancy
Effective from July 2019**

**Chennai, India
August 13, 2018**

AMERICAN INTERNATIONAL SCHOOL CHENNAI Director of Advancement Opening

THE SCHOOL

The American International School Chennai is a private, day school that serves 900 students representing more than 25 nationalities. The school was founded in 1995 to serve the educational needs of international and expatriate families. The school is associated with the Consulate of the United States of America and is supported by the Office of Overseas Schools, U.S. Department of State. AISC is recognized with full accreditation from the Middle States Association of Colleges and Schools. AISC offers Advanced Placement and International Baccalaureate (IB) Diploma options for high school students and we subscribe to, among others, the international academic standards of the American Education Reaches Out Project (AERO). AISC is a member or affiliate of the following organizations: Council of International Schools (CIS); National Association of Independent Schools (NAIS); National Association for College Admission Counselor (NACAC); Near East South Asia Council of Overseas Schools (NESA); and The College Board.

MISSION-DRIVEN LEARNING COMMUNITY

AISC engages relevant educational programs aimed to support all students on their quest to self-awareness, autonomy, and ultimately self-fulfillment to make their unique contribution in a diverse and dynamic world. While AISC embraces U.S.-style and progressive pedagogies and curriculum approaches, our South Indian context and international community provide a rich and stimulating learning environment in which our students thrive and strive to reach their potential. Our Three-Year Futures Plan, informed by our Mission and Core Values and designed around four Strategies (Community, Resources, Talent, and Learning) and seven Strategic Pathways guides school-wide improvement efforts.

AISC Mission

Together we inspire a love of learning, empowering all students with the courage, confidence, creativity and compassion to make their unique contribution in a diverse and dynamic world.

AISC Core Values

Responsibility | Excellence | Integrity | Respect | Diversity

Our Core Values are the foundation of our community's beliefs in each other and our students. Our values are the building blocks of our interpersonal relationships and inform all aspects of life on campus.

We believe that:

1. Each person has equal intrinsic value, worthy of dignity and respect.
2. We are responsible for our choices and their effect on ourselves, others and the environment.
3. Being open to new ideas and challenging experiences enriches our lives.
4. Mutual respect, trust and caring foster healthy interpersonal relationships.
5. Embracing our diversity makes us a stronger community.
6. In an interconnected world, our positive contributions to the community and the environment are essential.
7. Individuals thrive in a nurturing environment that provides for their physical and emotional safety.

Internationalism at AISC

At AISC, we define international-mindedness as:

- Possessing a strong sense of one's own cultural identity;
- Respecting and valuing the differences of others;
- Learning about local, national, and global issues;
- Showing empathy for others and care for the world around us.

Therefore, as an international school, we are committed to:

- Incorporating other perspectives;
- Seeking common learning experiences with all peoples;
- Finding enriching connections between cultures;
- Using exposure to language, history, and the arts to access diverse cultures;
- Working well with all;
- Contributing through service;
- Reflecting about our thoughts and actions.

Vision for an AISC Learner

At AISC, successful learners are...

Leaders

We show courage by taking action and inspiring others to serve and contribute positively to our interconnected world. Leaders develop a vision, plan appropriately, and work collaboratively to achieve results.

Collaborators

We develop a deeper understanding by listening carefully to others' perspectives and confidently articulating personal viewpoints in the pursuit of common goals.

Innovators

We approach uncertainty with confidence, designing novel solutions in the face of challenges or change. Innovators are creative, resourceful, open-minded and resilient, seeking new perspectives through inquiry, trial, error and feedback.

Explorers

We investigate new interests with curiosity, inquiring with purpose, and seeking deeper understanding and fulfillment through independent pursuits.

Thinkers

We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical, data-informed decisions.



Ethical

We show responsibility for our choices and consider their effects on ourselves, others, and the environment. We act on our principles and ideals because we value the dignity of others.

Versatile

We adapt to changing circumstances, balancing our commitments and showing courage as we take on new challenges. We seek new opportunities for learning, growth, and renewal.

Empathetic

We appreciate our own cultures and personal histories while respecting the values and traditions of others, believing each person has equal intrinsic value. We are sensitive to the needs of others and show compassion by making positive contributions to our local and global communities and the environment.

Resilient

We demonstrate on-going commitment to our endeavors by learning from our successes and failures in the positive pursuit of our objectives, goals, aspirations, and dreams. We practice patience and persistence in all situations, especially when they are challenging or uncomfortable.

Reflective

We pause to think about our goals, learning, and growth in order to develop and sustain our creativity and lifelong learning. We review and examine our own ideas and experiences in relation to the world and consider our interdependence and impact on others.

FACULTY AND STAFF

People come first at AISC, and our exceptional international faculty and staff are the dynamic core of all programs at the school. Our team of instructional professionals strives to provide authentic and relevant academic and co-curricular programs which meet the needs of each student. We have a strong commitment to professional development, which aligns with school-wide and personal learning objectives. We embrace collaboration, creativity, and professionalism as we model a dynamic and balanced learning environment for our students.

CURRICULUM

We recognize that every child is special and will make unique contributions to the world. We embrace the five realms of a balanced student learning life: Academics, Arts, Athletics, Community, and Play. Through our academic program, we strive to help each and every student become an independent learner while developing the necessary 21st century critical thinking and problem solving skills. All students flourish from our commitment to the core subjects: math, science, language arts, social studies (humanities); and to the specialty areas like: world languages, theater, band, choir, art, physical education (PE) and technology across all grade levels. The school operates on an August to June School Calendar.

AISC has been a committed Advanced Placement school since 2003 and a fully accredited and recognized International Baccalaureate (IB) School since 2008. Our curriculum, K-12, is designed from a backward design unit approach as we seek to become an inquiry-based learning organization. Likewise, our Middle School (Grades 6-8) and pre-IB/AP programs (Grades 9-10) promote strong academics and higher level thinking skills that prepare students for the rigors of our AP/IB programs.



We believe that English language learners are a hallmark of the school's diversity and have a strong program in English as an Additional Language (EAL). We are committed to ensuring all students access to the general education program and we do that principally by providing an inclusive structure through co-teaching at virtually all levels. In addition to EAL, AISC has a comprehensive Learning Support Services Program (LSS), which supports students with mild to moderate learning difficulties and a supportive and aligned counseling program.

Technology is central to the operation and learning processes at the school. Teachers have ample access to digital resources and the school supports wireless access throughout the campus. We are in our fifth year with a 1:1 Bring Your Own Technology (BYOT) in grades 3-12. Our Student Information and Learning Managements Systems are PowerSchool, and our Communication Management System is Google.

LOCATION AND CAMPUS

Chennai, formerly known as Madras, is the capital of the Indian state of Tamil Nadu. Tucked along the Indian Ocean and the Bay of Bengal, Chennai is one India's largest cities at close to 10 million. The city supports one of the longest beaches in the world and is an Indian arts and education center.

In the 2003-2004 academic year, AISC moved onto its roomy 13 acre campus, which has evolved into a state of the art facility complete with 122 large, well-resourced classrooms, indoor and outdoor multi-use spaces throughout campus, 3 libraries (one for each section), a literacy library, science labs, 2 cafeterias, 2 gymnasiums, full-size soccer field, running track, a half-size astro-turf field, six tennis courts, an auxiliary gymnasium, climbing walls, a fitness room, swimming pools, a dance/rehearsal studio, a black box theater, band and choir rooms, art studios, design technology and makerspace studios, and an 800 seat auditorium. Recently renovated classrooms, consistent with our vision for classrooms of the future, number more than fifty.

We are wirelessly enabled, with LCD projectors in every classroom. All computers on campus are wirelessly connected to the internet. All community members use Smart Access Cards, which they use instead of carrying cash on campus. The SmartCard can be used to purchase food, school supplies and items from the cafeterias and school store.

THE POSITION

The Director of Advancement (DA) leads the School's efforts in the areas of organizational advancement, futures planning, community relations, marketing, communications, enrollment/admissions, parent relations, and alumni relations. In partnership with the Head of School and the Leadership Team, the DA leads to extend AISC's influence and connections into the Chennai and global communities.

The Director of Advancement is responsible for the identification, cultivation, solicitation, acknowledgement, recognition and stewardship of contributors from all stakeholders of the School; and the School's global communications plan as well as stakeholder relations in order to provide adequate resources for the American International School Chennai to carry out its Mission.



The Director of Advancement reports directly to the Head of School with whom s/he shares strategic planning responsibilities, serves on the School's Leadership Team, serves as staff support for appropriate Board Committees as assigned and attends all Board meetings. The Admissions Director, Communications Director, Graphic Design Project Manager, and other staff members all report to the Director of Advancement.

Academic and Professional Qualifications

Required

- Mission- and Values-driven leader and team player committed to organizational improvement and success, and to the success of every student.
- Exceptional experience in working with school community stakeholders (including alumni), and leading school advancement and development.
- Exceptional communication, facilitation, and presentation skills.
- Experience in the development of organizational culture as it pertains to stakeholder relationships and communications.
- A passion for and experience in building and sustaining people networks.
- Demonstrated strong progressive vision for current and future instruction and education frameworks.
- Passion for supporting and promoting student achievement and organizational success in local and global environments.
- Committed to ensuring the highest standards of collaboration and community engagement.
- Inter-culturally sensitive with strong moral character.
- Innovative, independent, and confident.
- Visible, open, approachable and calm.
- Possessing an appropriate and well-developed sense of humor.
- Able to inspire individuals and communities.
- Data savvy.
- Committed to leading in a school climate that fosters collaborative professional relationships.

Preferred

- M.A./M.Ed./M.Sc. or equivalent Advanced Degree.
- At least three years of school administrative experience.
- Strong background in school advancement, development, community engagement, communications, and admissions.

Appointment Details

An initial, 3-year, renewable contract offers a competitive compensation and benefits package, which is commensurate with the responsibilities of the position.



THE SEARCH PROCESS

- All applications and enquiries should be directed to: executiveassistant@aischennai.org. *Please send a single pdf document, which includes the following: cover letter, resume, a one-page statement of organizational advancement philosophy and practice, and list of references with complete contact details. If applying with a partner as a team, please send a separate single pdf document including a cover letter, resume, and list of references with complete contact details for partner.*
- Application Deadline: Friday, October 5, 2018.
- In the event of an outstanding applicant, AISC reserves the right to make an appointment before the closing date for applications. The Head of School at AISC reserves the right to contact the writers of open references for confidential statements.
- Interviews will be conducted by Skype in October. Site visits will be optional. A selection decision will be taken no later than November 15.