

# INTERIM MIDDLE SCHOOL PRINCIPAL SEARCH

**ATLANTA INTERNATIONAL SCHOOL**

Atlanta, Georgia

[aischool.org](http://aischool.org)

Start Date: July 2023



**Carney  
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& ASSOCIATES

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# MISSION AND CORE VALUES

“At Atlanta International School, our mission is clear and simple. We aim to develop courageous leaders who shape their world for the better. Our core values are the joy of learning and purposeful effort, along with mutual respect and understanding in an intentionally inclusive and intercultural community.”

## VISION

“We aspire to be a community of global learners equipped to explore their passions and address the challenges of complexity to create an intentionally inclusive, sustainable future for all.”

## OVERVIEW

Atlanta International School (AIS) is seeking an Interim Middle School Principal to commence on July 24, 2023 for a one-year appointment. AIS opened its doors to students in 1985. The school was the vision of local families and leaders who wanted a private school in Atlanta centered around language learning (both as a skill and a key to cultural understanding) and embracing difference and diversity. These priorities remain AIS’s guiding principles today and bolster the School’s intentionally inclusive community, collaborating across cultures and languages. AIS is an International Baccalaureate World School authorized to offer the full continuum of IB programs from 3K-grade 12. AIS is also accredited by Cognia, the Agency for French Education Abroad (AEFE), and the Council of International Schools (CIS).

The AIS Middle School Division comprises 300 students in grades 6-8. Approximately seventy faculty members teach in the division with some crossover in high school classes. All middle school students follow the International Baccalaureate [Middle Years Program](#) curriculum and study French, German, Mandarin, Spanish, or a native home language. Learning in the Middle School focuses on concept-based inquiry that supports student agency. Students engage in disciplinary and interdisciplinary learning where they gain skills in independence, collaboration, communication, and critical thinking. In addition to week-long experiential learning trips in August, Middle School students have opportunities for national and international travel. AIS’s co-curricular programs within student leadership, service, arts, athletics, and STEAM offer students a diverse array of opportunities outside of the classroom.

## ROLE AND RESPONSIBILITIES

Reporting to the Head of Secondary School, the Interim Middle School Principal supports the AIS Mission, Vision 2030, and Strategic Plan through the educational leadership and management of Grades 6–8. The role has the following responsibilities:

- Collaborating with the Secondary School Equity & Inclusion Coordinator to develop, uphold, and advance an affirming, inclusive culture in the Middle School that centers intercultural and restorative practices.
- Sharing inspiring communications that are warm, personable, articulate, and approachable while also being mission and student focused.



- Collaborating with the Upper School Principal and Upper Primary Principal to ensure vertical alignment of the student journey.
- Leading the Middle School Student Support Team, which includes school counselors, learning support specialists, and Heads of Year.
- Partnering with the MYP Coordinator, Director of Innovation, and Service as Action Coordinator on the holistic learning program for Grades 6-8.
- Recruiting and retaining mission-aligned students, faculty, and staff
- Designing and facilitating professional development with the Secondary School Leadership Team.
- Supervising, supporting, and coaching teachers in the development and implementation of curriculum with the Secondary School Leadership Team.
- Oversight of Middle School academic reporting.
- Conducting regular meetings with Middle School teams such as the Student Support Team, Heads of Year, and Student Council.
- Overseeing the coordination of the programs of the Middle School, including extracurriculars and clubs; leading the planning and presentation of school assemblies and programs; and informing the wider community of Middle School events and activities.
- Administering and managing the Middle School budget.

## QUALIFICATIONS AND PERSONAL ATTRIBUTES

Strong candidates for the Interim Divisional Principal role at AIS should demonstrate most of the following characteristics:

1. A highly qualified educator who is able to lead and inspire teachers and staff with a commitment to Middle School students' IB learning outcomes.
2. At least 5 years of experience working with Middle School students (ages 11-14), preferably in a leadership role.
3. A master's degree or higher in curriculum or school leadership.
4. A natural leader and self-starter, and thrive in an internationally diverse and fast-paced environment.
5. Excellent interpersonal skills with the ability and desire to work collaboratively with the community of AIS and locally, nationally and internationally.
6. Fluency in and / or leadership in Diversity, Equity, Inclusion and restorative practices.
7. Experience with pastoral and behavioral management support of students.
8. A US passport holder or legally able to work in the United States

# SEARCH DISCLOSURES

AIS is using a competency-based approach to recruit for this position. All information is held confidentially by the school, its recruitment agent and its employees. All employees who are formally engaged in the recruitment process will have received unconscious-bias-in-hiring training with the aim of treating each candidate equitably and preserving the fidelity and integrity of the process in alignment with AIS's mission and core values.

AIS is an Equal Opportunity Employer and is actively committed to employing a diverse workforce.

AIS practices a full non-discriminatory policy in all school-administered programs and will not discriminate on the basis of race, color, gender, national and ethnic origin, age, disability, religion, sexual orientation or gender preference in all of its admissions, educational and employment policies, programs, and practices. As a member of the Council for International Schools (CIS), AIS adheres to its Code of Ethics to guide our employment practices. The purpose of the CIS Code of Ethics is to describe the moral principles upon which CIS members are expected to base their conduct and professional practice.

## TO APPLY

**Deadline for submitting application materials is midnight (EDT) on May 9th, 2023.** Interested and qualified candidates are invited to submit the following materials as separate PDF documents:

- A cover letter expressing interest in this particular position;
- A current résumé;
- A statement of educational philosophy and leadership practice;
- Responses to questionnaire (to be provided by consultant team);
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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### **Karen Neitzel, Ed.D.**

Senior Consultant

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