Brave Hearts. Brilliant Futures.



Effective: School Year 2027-2028

Closing Date of Applications: December 6, 2026

Reedley International School

in Pasig City, Manila, Philippines,
seeks a

Head of School

Fully Accredited by WASC Accrediting Commission for Schools

Accredited by Character Education Partnership Philippines

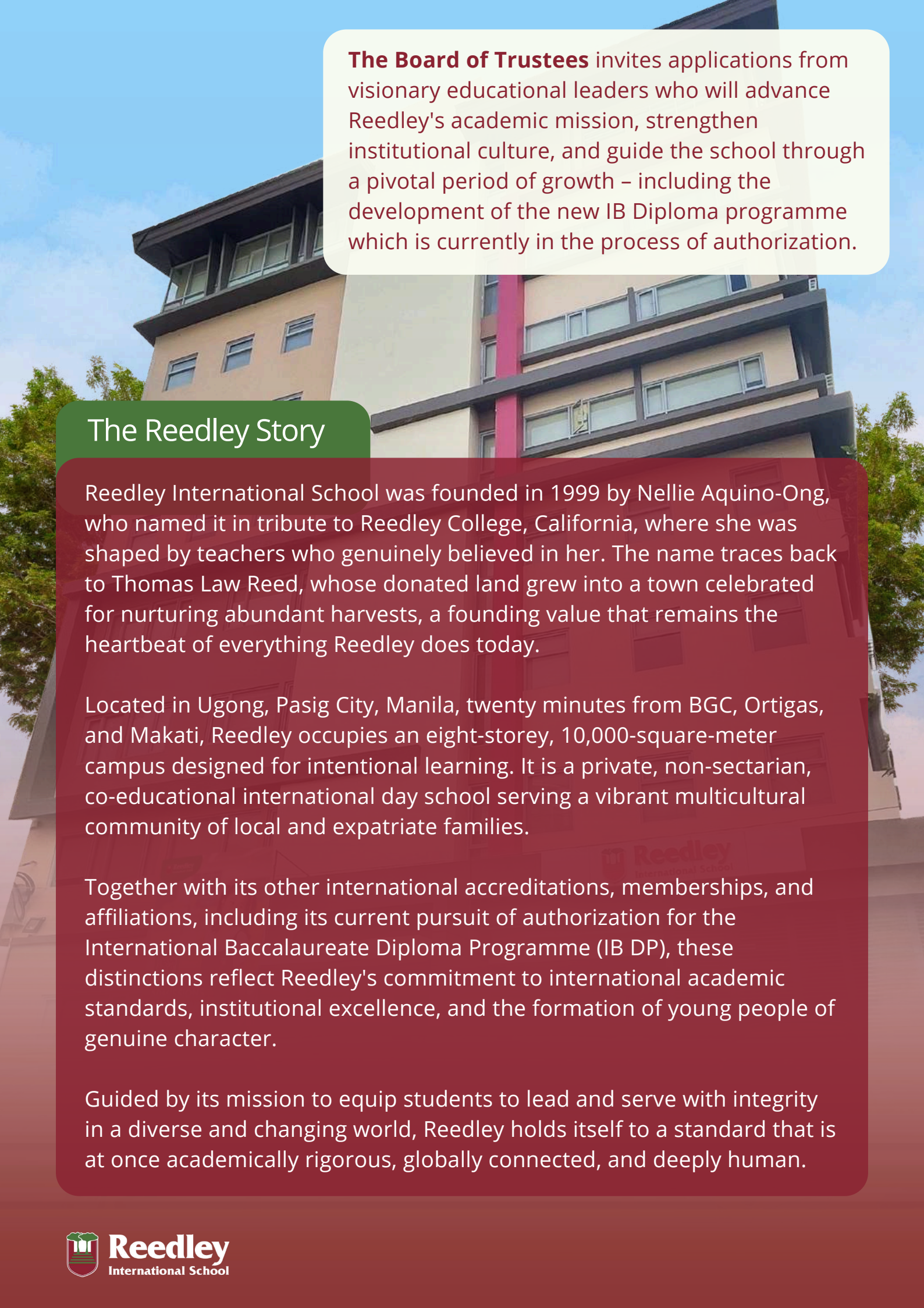
A Regular Member of CIS Council of International Schools

A Member of EARCOS

AP CollegeBoard Advanced Placement Program

IB Diploma Programme Candidate School

IB Diploma Programme



The Board of Trustees invites applications from visionary educational leaders who will advance Reedley's academic mission, strengthen institutional culture, and guide the school through a pivotal period of growth – including the development of the new IB Diploma programme which is currently in the process of authorization.

The Reedley Story

Reedley International School was founded in 1999 by Nellie Aquino-Ong, who named it in tribute to Reedley College, California, where she was shaped by teachers who genuinely believed in her. The name traces back to Thomas Law Reed, whose donated land grew into a town celebrated for nurturing abundant harvests, a founding value that remains the heartbeat of everything Reedley does today.

Located in Ugong, Pasig City, Manila, twenty minutes from BGC, Ortigas, and Makati, Reedley occupies an eight-storey, 10,000-square-meter campus designed for intentional learning. It is a private, non-sectarian, co-educational international day school serving a vibrant multicultural community of local and expatriate families.

Together with its other international accreditations, memberships, and affiliations, including its current pursuit of authorization for the International Baccalaureate Diploma Programme (IB DP), these distinctions reflect Reedley's commitment to international academic standards, institutional excellence, and the formation of young people of genuine character.

Guided by its mission to equip students to lead and serve with integrity in a diverse and changing world, Reedley holds itself to a standard that is at once academically rigorous, globally connected, and deeply human.

Reedley
International School

Our Tagline

Brave Hearts. Brilliant Futures.

At Reedley, we believe that academic excellence and character formation are not competing priorities but a single, integrated pursuit. Our community is built on the conviction that when children feel known, supported, and safe, they flourish in ways that last far beyond the classroom.

Reedley
International School



Vision

Reedley is a school of courageous, capable, and future-ready individuals who make a meaningful difference in the world.

Mission

Reedley develops confident communicators, values-driven leaders, adaptive learners, and responsible innovators through empowering learning, purposeful challenge, and meaningful relationships.



Reedley International School

Our 3 Promises of Reedley Education

Academic Excellence

Your child learns through an international curriculum combining the best of Singaporean, American, and Filipino curricula in small class sizes, personalized support, and alongside a vibrant campus life.

Social-Emotional Growth

Through SEL (Social-Emotional Learning), Zero Tolerance for Bullying, and life coaching programs, students develop empathy, resilience, and leadership in a safe and encouraging community.

Future Readiness

Beyond academics, we build life-ready students with 21st-century skills, global citizenship, and the confidence to thrive in college and beyond.

Reedley International School

IDEAL REESIAN

At Heart

I am kind and respectful towards others.

- I am friendly and considerate to all.
- I listen to and consider what others say to me.
- I act on the needs of people from all walks of life.
- I embrace and celebrate diversity in people's origins and cultures.
- I am a good steward of the environment, both locally and globally.

In Mind

I am academically prepared for lifelong learning.

- I can study both in school and independently.
- I apply what I learn in real-life situations.
- I use my knowledge and skills to research global issues.
- I understand the interdependence and interconnectedness of the world.
- I better myself by being inquisitive, curious, and open to new ideas.

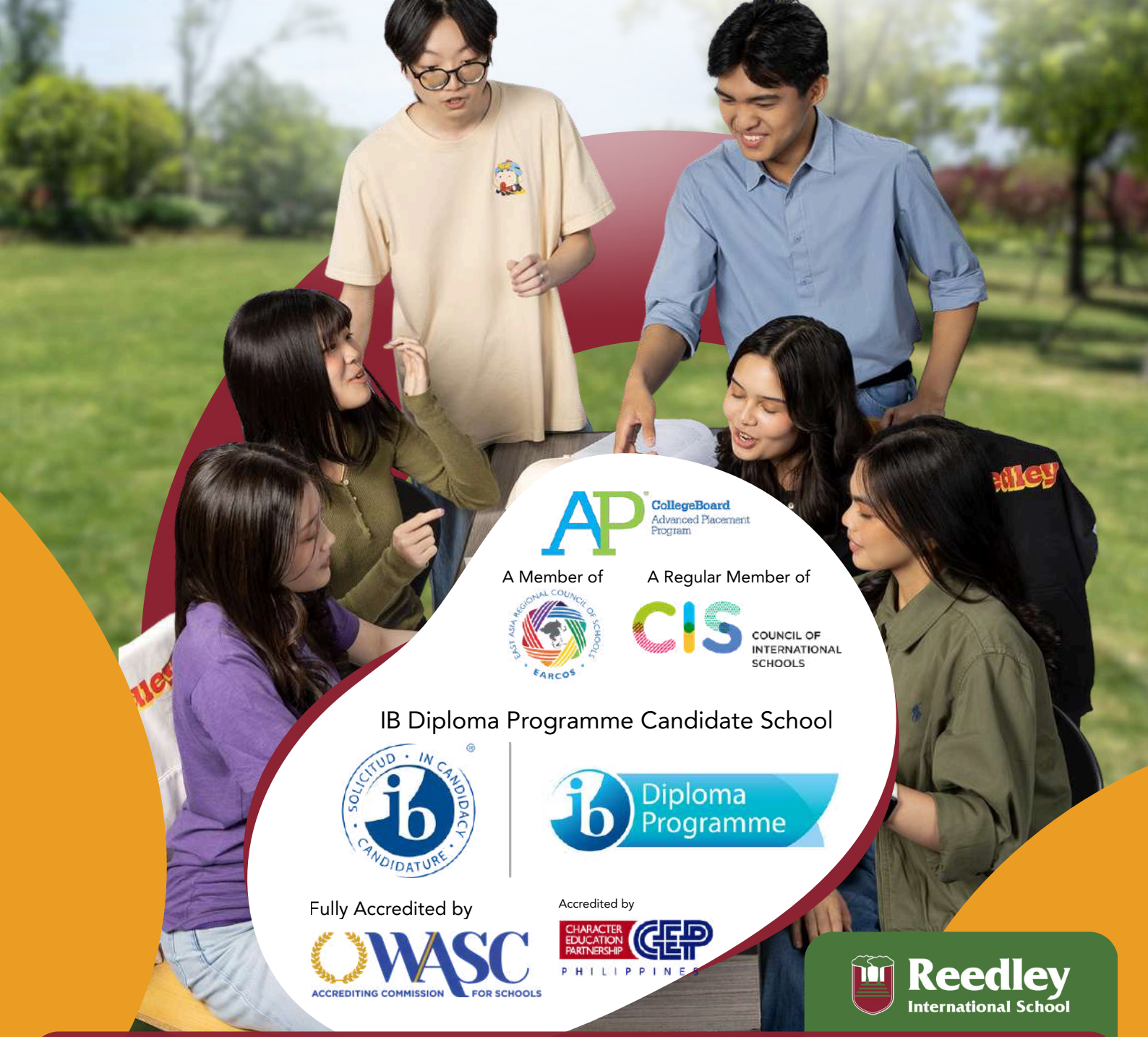
In Spirit

I am proactive and a positive influence to others.

- I show leadership and cooperate with others.
- I do what is right even when no one is watching.
- I take responsibility for my actions and learn from my mistakes.
- I can study both in school and independently.
- I thrive through collaboration and interdependence.



Therefore, as a Reesian, *I will strive to make my school a better place to learn and the world a better place to live in.*



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IB Diploma Programme

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Reedley International School

Membership and Accreditations

Reedley holds accreditation from the Western Association of Schools and Colleges (WASC), an active member of the Council of International Schools (CIS) and the East Asia Regional Council of Schools (EARCOS), and a Certified School of Character by the Character Education Partnership (CEP). The pursuit of the authorization for the International Baccalaureate Diploma Programme (IB DP) is a milestone that reflects Reedley's deepening commitment to globally recognized academic excellence.

Together, these affiliations speak to an institution that holds itself to international standards, invests in continuous growth, and is deeply committed to the formation of young people of genuine character.

Reedley, A Place to Become

38+ Nationalities

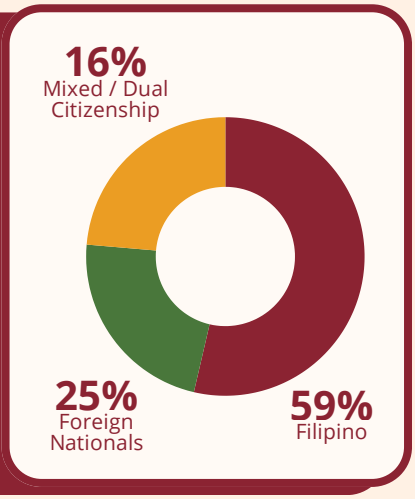
26+ Years of Growing the Future

600+ Student Population

16-30 Students per Class

100% Passing Rate to Local & Foreign Colleges of Choice

8 Storey City Campus



Students

Reedley's student community reflects a genuinely international character: 59% Filipino, 25% foreign nationals, and 16% mixed or dual-citizenship, drawing significantly from **Korea, China, Japan, and India.**

A single classroom at Reedley is a gathering of cultures, languages, and perspectives united by a shared commitment to learning and mutual respect. This diversity is intentional, and it prepares every student for a world that rewards empathy, collaboration, and the confidence to lead across differences.

Faculty

Our teachers are the heart of the village– compassionate, highly qualified mentors who continue to aspire to inspire.

Low teacher-to-student ratio
for personalized learning and care.

Curriculum

A unique blend of global standards and local relevance that prepares students for a world of possibilities.

- **Singaporean**
  Mathematics and Science Courses
- **American**
  English Language Arts and Social Studies
- **Philippine K-12 Program**
- **Advanced Placement (AP) Program**
  College-level courses and global readiness
- **IB Diploma Programme Candidate**
  Further securing international-mindedness

Reedley International School

Reedley International School

A Well-Rounded Education. A World of Opportunities.

At Reedley, every student is known, supported, and challenged to excel academically, grow personally, and make a positive impact in our school and the world beyond.

Kindergarten

Nursery, Pre-Kinder, & Kinder
A nurturing, play-based learning environment

Following a Reggio Emilia-inspired approach, Reedley's Kinder-garten balances strong literacy and numeracy foundations (70–80%) with intentional play-based activities (20–30%) — nurturing the curiosity, confidence, and love of learning every child carries forward.

Lower School

Grades 1-3
Building Strong Foundations for Lifelong Learning

Reedley's Lower School develops core skills in Singapore Math, reading, writing, listening, social sciences, and life skills through performance-based activities. All basic skills are closely monitored, ensuring every child builds a confident and solid academic foundation.

Middle School

Grades 4-6
Developing Critical Thinking and Leadership Skills

The Middle School advances Singapore Math and Science through interactive, concept-driven and problem-solving approaches, while formally introducing leadership skills alongside higher-order thinking, preparing students to reason independently, collaborate confidently, and lead.

Junior High School

Grades 7-10
Preparing Students Through Rigor, Innovation, and Growth

Offers a rigorous curriculum developing high-order thinking across Math, Science, Social Sciences, and Geography, while intentionally preparing students for the transition to Senior High through life skills, leadership training, and performing arts. Inquiry-based and project-based learning, combined with social-emotional development, prepares students for success.

Senior High School

Grades 11-12
College Readiness and Career Pathways

Students undertake a rigorous academic program designed to prepare them for higher education and beyond. Structured to integrate the Advanced Placement Program and accommodate the forthcoming IB Diploma Programme, students graduate college-ready through performance-based projects and work immersion experiences.

Student Support Programs

Reedley utilizes a comprehensive, data-driven Multi-Tiered System of Supports (MTSS) to holistically foster student success by integrating academic, behavioral, and social-emotional instruction. The academic and social-emotional support services follow a three-tiered structure, progressing from universal classroom accommodations and routine life coaching in Tier 1 to specialized small-group interventions in Tier 2, to highly personalized learning and behavioral plans in Tier 3.

Support Programs and Services

We are committed to the well-being and success of every student. Our Student Support Services team provides academic support, counseling, and social-emotional guidance to help students thrive academically, socially, and personally.

- Academic Support
- Counseling & Well-Being
- Learning Support
- University & Career Guidance

Enrichment & Co-curriculars

ATHLETICS
Competitive teams that build skill, discipline, and school spirit.

EXPERIENTIAL LEARNING
School trips and global experiences that inspire curiosity and cultural understanding.

AFTER SCHOOL ACTIVITIES
A wide range of clubs, arts, and interest-based programs for every passion.

LEADERSHIP & SERVICE
Opportunities to lead, serve, and make a meaningful impact in our community.

Reedley International School

Our Campus

A community where students explore ideas, develop talents, and build meaningful connections.



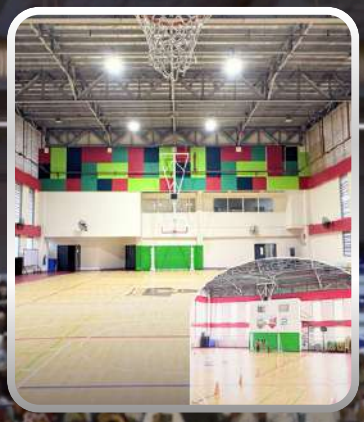













Our Community

PARENT-TEACHER CONFERENCES
Partnering with families to support students and school life.

20+ CLUBS AND STUDENT ORGS
Supporting athletics and activities that build school spirit.

1000+ ALUMNI
A global network of graduates who inspire and stay connected.

PARENT & FAMILY ENGAGEMENT
Building strong relationships and a supportive school community.

LOCAL & GLOBAL ALLIANCES
Collaborating with schools and organizations worldwide to expand opportunities.

Governance and Leadership Structure

Reedley is governed by a Board of Trustees, supported by the Reedley Advisory Council, composed of experienced educators, legal professionals, and human resources specialists. The Board provides strategic oversight and serves as a committed partner in advancing Reedley's long-term vision and success.

The Head of School serves as Reedley's academic and operational leader, reporting to the Board of Trustees through its President. Working within a framework of mutual trust, shared values, and clear responsibilities, the Head provides direction for all academic programs and school operations.

The Head of School leads a collaborative team of school leaders, including Principals and Program Directors, who oversee academic divisions, programs, and key areas of school operations. Together, this leadership team supports the faculty and staff, drives continuous improvement, and ensures alignment with Reedley's mission and educational goals.



Professional Development

Reedley invests deeply in its people. Faculty and staff engage in continuous professional growth through local and international training, mentorship, and collaborative practices. Teachers are supported in strengthening their craft, embracing innovation, and enhancing student learning through ongoing development opportunities.

Faculty members hold Google Educator Certifications at Levels 1 and 2, reflecting Reedley's commitment to technology integration, innovation, and future-ready teaching practices.

Priorities for the Incoming Head of School

Leading Reedley's Next Chapter of Growth and Excellence

Reedley International School

The next Head of School will be coming into a school that has undergone significant organizational development and academic growth while continuing to navigate the rapidly evolving educational landscape in the Philippines.

Reedley is a school with a distinctive culture, strong relationships, and a clear commitment to student growth and wellbeing. The primary leadership priorities are enrollment growth and brand development, people leadership, communication and stakeholder engagement, and strategic execution. Student centered culture and academic excellence are essential foundations that support these primary priorities.

01 Strengthen Reedley's Position, Enrollment, and Long-Term Sustainability

One of the most important responsibilities of the next Head of School will be to strengthen Reedley's position in an increasingly competitive educational market. The school seeks a leader who can clearly articulate and promote Reedley's distinctive value proposition while building confidence among current and prospective families. The successful candidate will bring demonstrated experience in strengthening enrollment, retention, reputation, family confidence, admissions, marketing, and school positioning in a competitive educational market.

Working closely with the Board and leadership team, the Head of School will support sustainable enrollment growth, strengthen the school's reputation, and ensure that strategic decisions related to programs, staffing, facilities, and resources contribute to the long-term health and sustainability of the institution. Particular attention will be given to admissions, marketing, and stakeholder confidence as the school seeks to differentiate itself in an increasingly competitive educational market.

The successful candidate will understand the relationship between educational excellence, community confidence, enrollment growth, and financial sustainability.

Priorities for the Incoming Head of School

Leading Reedley's Next Chapter of Growth and Excellence

Reedley International School

02 Preserve and Strengthen Reedley's Student-Centered Culture

Reedley's identity is deeply rooted in relationships, care, and a commitment to developing the whole child. Stakeholders consistently described the school as a community where students are known, supported, challenged, and encouraged to thrive.

The next Head of School will be expected to preserve and strengthen this culture while ensuring that students continue to benefit from high-quality academic, social-emotional, leadership, and character-development opportunities.

A particular priority will be maintaining an appropriate balance between care and rigor, ensuring that students are both supported and challenged as they prepare for university and life beyond school.

03 Advance Academic Excellence Through Continuous Improvement and Program Development

The next Head of School will build upon Reedley's commitment to academic excellence by ensuring high quality teaching and learning across all divisions and programs. Success will require providing strategic oversight of academic quality, program coherence, WASC implementation, and the development of the IB Diploma Programme, which is expected to begin being offered in the school year 2027-2028.

The successful candidate will use the WASC Action Plan and accreditation recommendations as a framework for continuous improvement while supporting the continued growth and refinement of the IB Diploma Programme. Reedley's leadership structure includes experienced division, curriculum, and program leaders, and the next Head of School will leverage this capacity to advance institutional priorities, maintain coherence across the school's educational pathways, and ensure a clear focus on student achievement, wellbeing, and outcomes.

The successful candidate will understand how to balance innovation with consistency, strengthen teaching quality, and ensure that academic initiatives remain aligned with the school's mission and strategic priorities.

Priorities for the Incoming Head of School

Leading Reedley's Next Chapter of Growth and Excellence

Reedley International School

04 Build Leadership Capacity, Teacher Quality, and Organizational Effectiveness

Over the past several years, Reedley has invested significantly in strengthening leadership structures and organizational systems, including the development of new leadership roles and greater alignment across academic and operational functions. The next Head of School will be expected to build upon this foundation by fostering collaboration, accountability, and alignment across the school.

A key responsibility will be attracting, developing, supporting, and retaining high-quality faculty and staff while continuing to strengthen leadership capacity throughout the organization. The successful candidate will understand the importance of succession planning, distributed leadership, and creating systems that enable the school to thrive beyond any single leader.

This work includes continuing to "future proof" the institution by developing strong teams, empowering emerging leaders, and ensuring that progress is embedded within sustainable systems and practices.

05 Foster Trust Through Strong Governance, Communication, and Community Engagement

Success at Reedley depends upon strong relationships and effective communication. The next Head of School will be expected to serve as a visible, approachable, and trusted leader who communicates clearly and engages meaningfully with students, parents, faculty, staff, and the Board.

Particular importance will be placed on building a productive partnership with the Board, who are also school owners, while maintaining a healthy balance between governance and management. The successful candidate will understand how to collaborate closely with the Board on strategic matters while providing clear educational leadership and operational direction for the school.

The successful candidate will demonstrate transparency, professionalism, and the ability to navigate differing perspectives while keeping the school's mission and best interests at the center of decision-making.

Leadership in the Philippine context is highly relational. Faculty, staff, parents, and community members place significant value on personal communication, consultation, and visible engagement. The next Head of School should therefore be someone who enjoys connecting with people, values collaboration, and understands that trust is often built through consistent personal interaction and presence within the community.

06 Lead Strategic Execution and Continuous Improvement

The school seeks a leader who can translate vision into action and ensure that strategic priorities result in measurable outcomes. The next Head of School will be expected to align people, resources, systems, and decision-making processes in support of Reedley's long-term goals. In addition, the incoming Head of School will be expected to advance and implement the school's current and essential strategic priorities while working with the Board.

This includes overseeing the successful execution of strategic initiatives, including continued implementation of the WASC Action Plan, the maturation of the IB Diploma Programme, enrollment and retention goals, leadership development efforts, and other priorities identified by the Board and school community. The Head of School will need to support thoughtful change management while ensuring that academic, operational, and financial priorities remain aligned.

The successful candidate will combine strategic thinking with strong execution skills and demonstrate the ability to move initiatives from planning to implementation while maintaining broad stakeholder support.

Candidate Profile of the Head of School

A visionary leader committed to advancing Reedley's mission.

Reedley International School

Reedley International School seeks an experienced, student-centered, and relationship-driven educational leader to serve as its next Head of School beginning in School Year 2027-2028. The successful candidate will join a thriving school community distinguished by its commitment to nurturing students, fostering meaningful relationships, and preparing young people to contribute positively to society. As Reedley continues to navigate an increasingly competitive educational market in Metro Manila, the next Head of School will build upon this strong foundation while guiding the school through its next phase of growth, innovation, and long-term sustainability.

The ideal candidate will be a strategic thinker and skilled executor who can translate vision into action, build organizational capacity, and inspire confidence among students, faculty, parents, and governance bodies alike.
The successful candidate will bring demonstrated experience in strengthening enrollment, retention, reputation, family confidence, admissions, marketing, and school positioning in a competitive educational market.

The successful candidate will demonstrate:

- A commitment to student-centered learning and wellbeing.
- The ability to build strong relationships across all stakeholder groups.
- Exceptional communication and community engagement skills.
- Experience leading strategic initiatives and organizational improvement efforts.
- Experience working productively with boards, ownership groups, and governance structures.
- Experience supporting enrollment growth, student retention, admissions, marketing, and school positioning initiatives.
- A proven ability to develop leaders and foster collaborative professional cultures.
- An understanding of the relationship between educational excellence, community confidence, enrollment, and long-term sustainability.
- Commitment to academic excellence and continuous improvement, including experience supporting accreditation, school improvement initiatives, or significant program development.
- Cultural intelligence and the ability to work effectively within diverse international and local contexts.
- A leadership style characterized by integrity, humility, empathy, accountability, and resilience.

Most importantly, Reedley seeks a leader who embraces the school's mission and values and who will continue to strengthen its distinctive culture of care, inclusion, continuous improvement, and educational excellence. The next Head of School will join a community deeply committed to its students and excited about the opportunities that lie ahead.

Candidate Profile of the Head of School

A visionary leader committed to advancing Reedley's mission.

Reedley International School

Required Qualifications and Experience

The successful candidate will possess most or all of the following qualifications and experiences:

01 Educational Leadership and Credentials

- A master's degree or higher in Educational Leadership, Education, School Administration, Curriculum and Instruction, or a related field.
- A minimum of 5 years of educational leadership experience, preferably including service as a Head of School, Superintendent, or Director. Candidates with substantial experience as a Deputy Head, Principal, Divisional Leader, or in a comparable senior leadership role within an international, independent, or high-performing educational setting will also be considered.

02 Governance and Institutional Leadership

- Demonstrated experience leading and managing complex educational organizations.
- Experience working with governing boards, ownership groups, or similar governance structures.

03 Operational and People Leadership

- Strong Knowledge of school operations, including budgeting, facilities, human resources, enrollment management, admissions, marketing, and strategic planning.
- Demonstrated success in recruiting, developing, evaluating, and retaining high-quality faculty and staff.

Familiarity with WASC accreditation and IB Diploma Programme authorization or implementation is desirable. The successful candidate should be able to provide strategic oversight, alignment, and support for these processes through capable internal teams.



Host Country - The Philippines

The Philippines is a warmly welcoming nation of over 7,600 islands, known for its hospitality, resilience, and deep sense of community. English is an official language and the primary medium of instruction, making daily life and professional collaboration readily accessible for expatriate families. The country offers a high quality of life, modern infrastructure, and a rich cultural heritage shaped by indigenous, Spanish, American, and Asian influences.

Expatriates consistently find the Philippines easy to call home. The local community's innate warmth known simply as Filipino hospitality, makes the transition feel far less daunting than it might elsewhere. International families are welcomed not just into a school, but into a culture that genuinely embraces them.

Pasig City, Manila - Where Reedley Calls Home

Reedley International School is located in Ugong, Pasig City, one of Metro Manila's most strategically positioned and rapidly developing cities. Sitting at the geographic heart of the metropolis, Pasig places residents within twenty minutes of Bonifacio Global City, Ortigas Center, and Makati, three of Southeast Asia's most dynamic commercial hubs. For incoming leadership, Reedley's location means the broader Manila experience– with all its color, culture, and energy– is always within easy reach.

How to Apply

Join Reedley International School's
Search for the Next Head of School

Reedley International School

Reedley International School has partnered with Search Associates for the process of selecting the next Head of School with **Dr. Diana Martelly** serving as the consultant.

Search Associates will not recommend candidates for further consideration by the school if the candidate is under contract or otherwise encumbered in such a way that would preclude them from freely entering a new employment contract and being available for the start date stipulated by the school.

The Search consultant will contact the current employer/supervisor to request completion of a Search Associates Confidential Leadership Reference Form for all applicants who emerge in the search as a semi-finalist.

Application Deadline
December 6, 2026

Candidates are asked to submit materials as early as possible, as the Board and Search Associates reserve the right to close the selection process at any time if the right candidate is found.

SEARCH & SELECTION PROCESS

Semifinalist candidates will be identified by Search Associates and their dossiers forwarded to Reedley's Search Committee for review.

Online interviews will be arranged throughout the application priod.

The goal is to complete the selection process by **January 2027** or earlier**.** The new Head of School will commence duties in the **2027-2028** school year.

APPLICATION MATERIALS

Candidates should send the information below as a **single PDF file (5 MB or less)** attached to an email to:

Dr. Diana Martelly
Search Associates Consultant
dmartelly@searchassociates.com

Letter of Application
A letter of application explaining your strengths as a candidate and why you are interested in the Head of School position at Reedley International School.

Statement of Educational Philosophy
A one-to-two-page statement of your educational philosophy.

Curriculum Vitae / Résumé
A current CV/résumé not to exceed two pages addressing the preferred qualifications.

Professional References
A one-page list of at least four professional references including:

- *Current position*
- *Telephone number*
- *Email address*
- *School(s) where you worked together*
- *Years of professional relationship*
- *Professional relationship*

At least three of the four referees must have directly supervised the applicant, and one referee must be a current supervisor. The remaining referee may be a peer or educator that the applicant has supervised.

Salary and benefits will be competitive and commensurate with experience and qualifications. Details will be discussed with candidates selected as semi-finalists.

For more information about Reedley International School, please visit our website at **www.reedleyschool.com**

Reedley
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Thank you!