



AMERICAN
INTERNATIONAL
SCHOOL
CHENNAI



POSITION DESCRIPTION · 2027-28

High School Associate Principal

DISCOVERY · BELONGING · WELLBEING · PURPOSE · RESPONSIBILITY



Welcome to AISC

Envision yourself in Chennai, the cultural capital of South India, a city of temples and beaches, Carnatic music and filter coffee, where a 30-year-old international school has become an educational home for globally mobile families.

For three decades, the American International School Chennai has been a center for transformative learning. Rooted in the warmth of Tamil Nadu, AISC brings together 750 learners from nearly 30 countries who find belonging, while preparing to make their mark on the world.

Envision yourself among colleagues who are learners first: a collaborative, professional faculty, generous support for your own growth, and a community small enough that every student is known.



Curiosity into purpose. Challenges into growth. Knowledge into **action.**

Together, we nurture learners who chart their unique paths, transforming curiosity into purpose, challenges into growth, and knowledge into action.

VISION

A community where diverse paths meet, learners innovate, and we make meaningful change together.



WHAT WE VALUE

Discovery

Embracing the unknown with wonder; taking risks and asking important questions.

Belonging

Celebrating everyone's authentic self; building bridges between paths, ideas and people.

Wellbeing

Nurturing mind, body and self; seeking balance while embracing challenges.

Purpose

Optimistically pursuing ambitious goals; seeking global perspective to drive impact.

Responsibility

Acting ethically and with integrity; being stewards of our shared environment.

HOW WE DEFINE LEARNING

Learning is a transformative, reflective process of building understanding, empowering learners to think deeply, innovate, collaborate, and act with purpose.

THREE DIVISIONS, ONE COMMUNITY



Elementary School

EARLY YEARS - GRADE 5

In our Early Years and Elementary classrooms, our primary goal is to create a thriving community where students feel safe, develop a sense of belonging, and are encouraged to use their voice. A transdisciplinary curriculum and a personalized, inquiry-driven approach support our young learners in building strong foundations in literacy, numeracy, the sciences, world languages, the arts, athletics, and design technology. Learning also extends beyond the classroom through field trips, school-wide cultural programs, learning celebrations, student clubs, and more.



Middle School

GRADES 6 - 8

In Middle School, our focus is on supporting students through a pivotal time of personal, social, and academic growth. Small advisory groups and a close-knit community ensure every student feels connected, safe, and supported as they navigate these transition years. Our progressive curriculum combines core academics with a wide range of electives, world languages, and purposeful technology, fostering curiosity, responsibility, and independent thinking. Learning expands far beyond the classroom through our Week Without Walls trips across Southern India, local SEVAI service learning projects, athletics, performing arts, and student clubs.



High School

GRADES 9 - 12

In High School, students prepare for university and life after graduation by taking ownership of their unique learning journeys. We offer flexible and challenging academic pathways, including the IB Diploma, Advanced Placement courses, and self-directed Personalized Learning programs. Dedicated counselors and faculty guide students through these choices, ensuring everyone feels known, supported, and balanced within a close-knit community. Students explore their interests through elective courses, over 50 student-led clubs, athletics, and the arts. Every high school student takes part in the robust Discovery Program, which emphasizes experiential learning, social-emotional growth, inquiry, and reflection.

Our Campus

Spanning 13 green acres, our campus combines open outdoor space with purpose-built learning environments. The campus reflects our commitment to environmental responsibility through solar energy, water conservation, and green design. Students engage in hands-on learning across more than 80 teaching spaces, including flexible classrooms and pods, well-equipped design technology & science labs, a teaching kitchen, two libraries, and a Fine Arts Center with a 765-seat theater, art studios, and dedicated music, rehearsal, and recording spaces. With three gymnasiums, a climbing wall, a 25-meter swimming pool, tennis courts, and cafés, our campus is an active, welcoming space that supports the wellbeing of our entire school community.



Belonging & Community

Ask anyone what sets AISC apart, and they'll likely point to the people. Ours is a community where students, families, faculty, and staff are genuinely seen, where new families are welcomed quickly, and where belonging is something we experience every day. It shows in daily school life, in how we teach in the classrooms and collaborate professionally, and through an open campus and active Parent Community Association. It also shows up in longstanding events and celebrations throughout the year, from our International Day picnic and UN Day, to Celebrate India, a campus-wide festival that welcomes more than 1,000 students, families, staff, and guests. Together, these traditions honor the many backgrounds within our community and our deep roots in Chennai.

Living in Chennai

Chennai is India at a gentler pace: a coastal city with one of the longest urban beaches in the world, a 2,000-year-old temple tradition, and a vibrant food scene. Local markets and coastal spots like Besant Nagar beach sit alongside modern cafes, quiet residential neighborhoods, yoga studios, and a growing range of international restaurants and attractions. It's a colorful city, from temple festivals to the famous December music and dance season. Chennai has a strong reputation for safety and warmth, with lighter traffic and cleaner air than many large Indian cities, and a welcoming expat community makes it easy to settle in. Whether it's weekend surfing lessons, trips to Kerala and Pondicherry, or short flights to Sri Lanka and Southeast Asia, Chennai is an affordable, convenient home base for exploring India and beyond.





PROFESSIONAL GROWTH

Learn With Us

Professional growth and learning are central to working at AISC. In 2025–26, 134 staff accessed school-funded professional learning, with participation across 55 in-person and 29 online opportunities, 11 IB and AP programs, and 87 NESA learning experiences. Faculty are supported through personal professional development budgets, dedicated collaborative planning time, instructional coaching, and visits from external experts. Teachers are also encouraged to learn from and share with one another through initiatives such as Learning Labs, Teachers Teaching Teachers, and Raptor Breakfasts, as well as through opportunities to lead and present within the school and across the region.

Package & Benefits

- **Housing** — Furnished accommodation in a safe neighborhood close to campus.
- **Healthcare** — Comprehensive global medical coverage for you and your dependents.
- **Personal Professional Development Budget** — An annual allowance to pursue the learning that matters to you.
- **Settling-in Allowance** — Support for the move and your first weeks in Chennai.
- **Education Benefit** — Eligible employees may receive an AISC education benefit covering full tuition.
- **Travel** — An annual allowance for flights to your home country.

*Full details of salary and benefits are shared with shortlisted candidates.

High School Associate Principal

Position Overview

The High School Associate Principal is an empathetic, visible, and forward-thinking educational leader who puts students at the heart of every decision, system, and practice. Working in close partnership with the High School Principal, faculty, counselors, and families, the Associate Principal ensures that the High School is a community where academic rigor, student agency, and social-emotional wellbeing thrive in balance.

Adolescence is a transformative developmental stage marked by expanding independence, evolving identity, and postsecondary preparation. The Associate Principal understands how high school students think, feel, and learn, as well as the external pressures they navigate. Serving as a dedicated leader, they ensure that every student is known, valued, and empowered to chart their unique path - whether through International Baccalaureate (IB), Advanced Placement (AP), or Personalized, tailored pathways.

By cultivating a culture grounded in Belonging, Discovery, and Wellbeing, the Associate Principal leverages time, space, and technology, including the master schedule and PowerSchool, as strategic tools. In doing so, they create an inclusive, innovative environment where learners transform curiosity into purpose, challenges into growth, and knowledge into action.

Supervisor: High School Principal

Effective Date: August 1, 2027

Salary Schedule: Commensurate with experience and qualifications

Key Responsibilities

1. Student Experience, Wellbeing & Belonging

- **Cultivating Belonging & Culture:** Champion a safe, inclusive High School culture where diverse perspectives meet, relationships are grounded in trust, and every student experiences a deep sense of belonging.
- **Student Wellbeing & Advisory Systems:** Direct High School pastoral care structures, SEL initiatives, and Crew/Advisory curricula in close collaboration with counselors to foster student wellbeing and belonging.
- **Restorative Student Interventions:** Own the administration of student conduct and discipline through a growth-minded, restorative practice framework that transforms behavioral challenges into opportunities for growth and self-responsibility.
- **Student Life & Experiential Learning:** In collaboration with the MS Associate Principal and Experiential Learning Coordinator, help to oversee student life initiatives, student council/leadership, clubs, and experiential learning programs that inspire students to connect curiosity with real-world purpose.
- **Transitions & Safeguarding:** Co-lead comprehensive transition programs for incoming 9th graders and exiting seniors, and serve as an active member of the school's Safeguarding and Student Support teams.

2. Inclusive Pedagogy & Pathway Leadership

- Curriculum & Assessment Alignment: Lead the implementation, monitoring, and quality assurance of High School curriculum standards, assessment practices, and reporting cycles in alignment with the Office of Teaching and Learning.
- Faculty Supervision & Growth: Direct, supervise, and evaluate High School instructional staff in alignment with AISC professional growth standards, conducting learning walks and offering actionable, respectful feedback that inspires teachers to deliver innovative, deep-learning experiences.
- Pathway Coherence: Support the delivery and alignment of diverse academic pathways (IB Diploma Program, AP courses, and American High School Diploma) to ensure all students are challenged, supported, and empowered to act with purpose.
- Personalized Learning & WIN Time: Lead the design and execution of flexible learning structures—such as dedicated ‘WIN’ (What I Need) time, to personalize learning, build student agency, and deliver targeted academic support and enrichment.
- Inclusion & MTSS: Drive Universal Design for Learning (UDL) and Multi-Tiered Systems of Support (MTSS) practices across High School departments to proactively remove barriers for neurodiverse and EAL learners.
- Faculty Development & Workshops: Plan, design, and facilitate high-impact professional growth workshops for faculty, fostering a collaborative, reflective adult learning culture aligned with AISC’s Futures Plan.

3. Systems, Scheduling & Operations

- Executive Administrative Delegate: Act as High School Principal and assume full operational authority for the division in the Principal’s absence.
- Creative Master Scheduling: Lead the architectural design and management of the High School master schedule, course registration, and exam timetables in partnership with counselors and Middle School leadership. Bring ingenuity to timetabling by treating time and space as strategic resources that enable flexible learning blocks (such as WIN time) and balance workload.
- PowerSchool & Data Systems: Leverage PowerSchool (and learning management platforms) to construct timetables, manage student registration, track attendance, analyze trends, and streamline operational workflows.
- Strategic Planning: Direct the development and execution of High School divisional goals aligned with AISC’s Futures Plan, accreditation mandates, and strategic priorities.
- Secondary Operations: Direct standardized testing timetables, report card distribution cycles, exhibition and exam schedules, duty rosters.

4. Community Partnership & Facilitation

- Parent Education & Workshops: Design and lead interactive parent information sessions and coffee mornings on topics such as adolescent development, academic pathways, and student wellbeing.
- Transparent Communication: Maintain clear, empathetic, and proactive communication with students, staff, and parents, finding common ground and fostering collective responsibility for student success.

WHO WE'RE LOOKING FOR

Required & Preferred Qualifications

Required Qualifications:

- **Education:** Master's degree or higher in Educational Leadership, Secondary School Administration, or Curriculum & Instruction.
- **Certification:** Valid administrative license/certification from a recognized agency.
- **Experience:** Minimum 5 years of successful secondary teaching and administrative leadership experience in a High School setting (Grades 9–12).
- **Faculty Supervision:** Demonstrated experience supervising, evaluating, and coaching high school instructional staff.
- **Curricular Expertise:** Comprehensive knowledge of IBDP and AP frameworks, US standards-based curriculum (e.g., CCSS, NGSS), UDL, and MTSS models.
- **Systems Proficiency:** Expert-level experience using PowerSchool (or equivalent SIS) to construct complex high school master schedules and manage student data systems.
- **Active Collaboration & Team Partnership:** Proven track record as an active, collaborative administrative team player who builds trusting partnerships across departments.

Commitment to Safeguarding

AISC is committed to safeguarding and promoting the welfare of every student. All members of our community share responsibility for creating a safe, respectful, and inclusive environment where students can thrive. All appointments are subject to rigorous safer recruitment and background checks.

Preferred Attributes & Mindset:

- **Adolescent Focus:** Deep understanding of adolescent developmental needs, restorative justice models, and positive behavior interventions.
- **Facilitator Mindset:** Accomplished practitioner skilled at facilitating engaging adult professional learning and parent education sessions.
- **Proactive & Resilient Mindset:** A self-starter who anticipates challenges, solves complex operational problems collaboratively, and adapts to evolving priorities.
- **Warmth & Sense of Humor:** Brings warmth, humility, accessibility, and a healthy sense of humor to administrative leadership, fostering joy and high morale.

TERMS & APPLICATION

Application Requirements

Interested candidates should submit the following application materials in a single combined PDF document:

- **A one page letter of application** explaining your strengths as a candidate and a statement describing your leadership philosophy.
- **Current Resume**, not to exceed two pages.
- **Referees:** full contact information for at least three references including names, positions, and current email addresses in addition to the current Superintendent / Director / Head of School at your present school.
- **Written Reflection**

Leadership Philosophy and Strategic Alignment

Please submit a written reflection of no more than 750 words that connects your leadership philosophy to the current and future work of AISC.

We are interested in understanding your authentic leadership practice, grounded in specific experiences. In your reflection, please describe:

- one leadership belief that strongly guides your work;
- one example of how that belief has shaped your decisions, actions, or impact as a school leader; and
- how that belief would inform your contribution to transformative learning experiences, student belonging and wellbeing, and faculty growth within the AISC High School community.

We encourage you to refer directly to one or more areas of [AISC's Futures Map](#) and to consider how your leadership experience aligns with our shared commitment to *'nurturing learners who chart their unique paths, transforming curiosity into purpose, challenge into growth, and knowledge into action'*.

As you reflect, you may wish to consider questions such as:

- How do you create the conditions for learners and adults to think deeply, innovate, collaborate, and act with purpose?
- How have you supported pathways that honor learner variability, strengths, and aspirations?
- How do you cultivate a culture of belonging, wellbeing, and continuous growth for students and colleagues?

We are interested not only in what you believe, but in how those beliefs are translated into action and contribute to the future direction of AISC.

TERMS & APPLICATION

Join Our Community

Terms of employment. The successful candidate will sign an initial two-year contract, renewable in consultation with the Head of School. Salary is set from the AISC leadership salary schedule. Start date: August 2027.

How to apply. Email a single PDF containing a cover letter, resume and the names and contact details of at least three confidential references from the last five years — two of whom should be your current principal and/or head of school — to careers@aischennai.org.

Safeguarding. AISC is committed to safeguarding and promoting the welfare of children. All appointments are subject to satisfactory references, background checks and verification of qualifications.

THANK YOU. WE LOOK FORWARD TO MEETING YOU

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