International College

MIDDLE SCHOOL PRINCIPAL
VACANCY









ABOUT INTERNATIONAL COLLEGE

MIDDLE SCHOOL RAS BEIRUT

Grades 6–9, IC's Ras Beirut Middle School is a vibrant and diverse learning community where students develop as confident, curious, and compassionate young people. Balancing academic rigor with personal growth and wellbeing, the Middle School provides a supportive environment in which students are encouraged to explore, take intellectual risks, discover their strengths, and develop the skills and character they need to thrive.

Learning extends well beyond the classroom. From the annual Science and Math Fair and Technology Fair to arts showcases, STEAM initiatives, sustainability projects, community engagement and service learning, students are encouraged to think creatively, solve problems, collaborate and contribute. A strong athletics program further develops resilience, discipline and teamwork, while a dedicated faculty and comprehensive wellbeing approach ensure that students are supported throughout these formative years.

The Middle School also plays a pivotal role in shaping each student's academic journey at IC. With guidance from experienced educators and counselors, students begin preparing for their transition into one of IC's Lebanese, French, or American High School Programs considering their strengths, aspirations, learning needs and future university pathways.

For its next Principal, the Ras Beirut Middle School offers the opportunity to lead a dynamic, internationally minded community at a pivotal stage of students' development, building on a strong foundation while continuing to innovate, inspire and prepare young people for high school and beyond.

COLLEGE PROFILE

Founded in 1891, International College is a leading American and internationally accredited school in Beirut, Lebanon, serving more than 3,650 students from early childhood through Grade 12. With a diverse, multicultural community and four academic programs; Lebanese, French, International Baccalaureate, and American programs, IC combines academic excellence with a strong commitment to wellbeing, leadership, service, and global citizenship. IC is accredited by the New England Association of Schools and Colleges (NEASC) and the Council of International Schools (CIS), and is recognized by the International Baccalaureate Organization (IBO) and the Agency for French Education Abroad (AEFE). For more than 135 years, IC has prepared generations of students to thrive at leading universities and contribute meaningfully to an increasingly interconnected world.



3,650
Students

> 45
Nationalities

~724
Middle School
(Ras Beirut Campus)

DIVERSITY AND INCLUSION STATEMENT

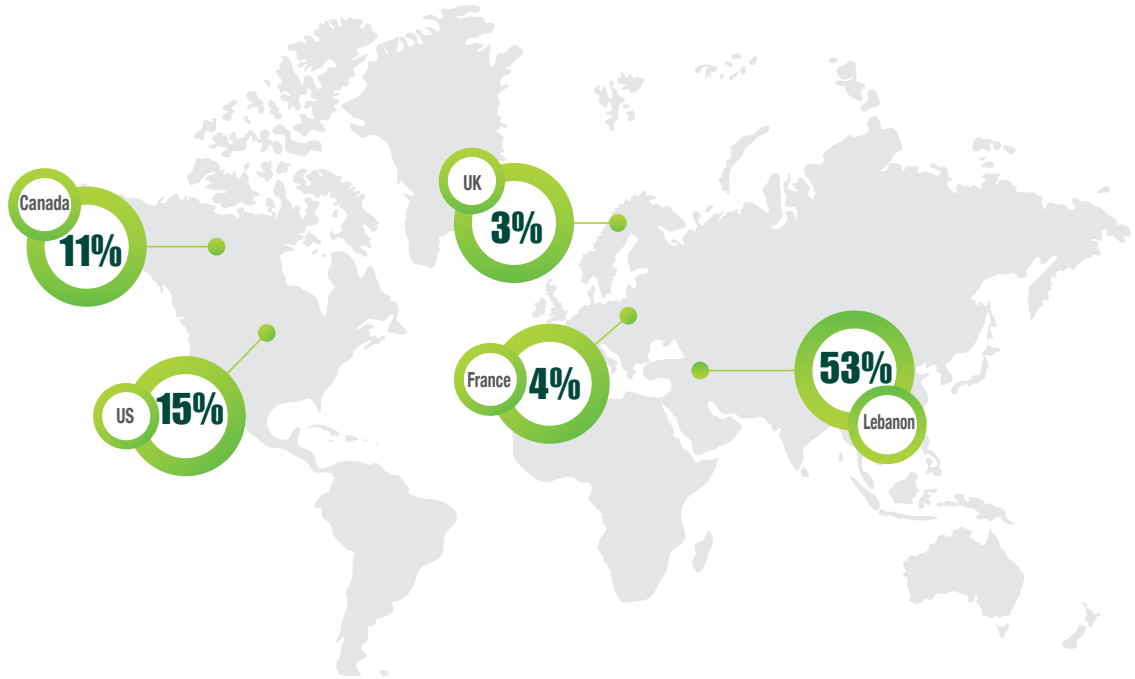
International College is committed to cultivating a nurturing, secure, and inclusive learning environment. As a community, we embrace diversity, equity, and belonging. We understand that the blend of our unique individual identities enrich the quality of our education. We are steadfast in our belief that everyone has a fundamental right to justice and dignity.

STRATEGIC DIRECTIONS

International College has established six strategic directions: Student Learning and Instruction, Finance and Human Resources, Facilities and Safety, Communication, Collaboration and Community, Wellbeing, and Leadership and Accountability. Teaching and Learning at IC emphasizes differentiated instruction, interdisciplinary learning, and inclusive service-learning projects. All are supported by a multi-tiered academic support system. IC is committed to attracting a diverse and highly qualified faculty and staff while modernizing learning spaces with energy-efficient technologies and enhanced safety protocols. The school seeks to foster deeper engagement with its community by using inclusive and multilingual communication channels. Wellbeing initiatives are central to IC's mission, focusing on students and staff social, emotional, and mental health. These initiatives are complemented by a broad range of co-curricular activities aimed at holistic development. IC ensures strong and effective leadership through clear expectations, diverse recruitment efforts, and a transparent performance evaluation system.

STUDENT NATIONALITIES

IC community comprises 3,650 students from over 45 nationalities, reflecting a rich tapestry of cultures. The Middle School has 724 students.



The diverse international makeup of our school enhances the learning environment, cultivating a global outlook and promoting cross-cultural understanding among our students.

FACULTY AND STAFF

The number of direct employees in the middle school currently stands at 94, made up of 72 teaching faculty members, 15 staff members, 3 administrators, 2 counselors, and 2 learning support teachers.

VISION

The vision of International College is to empower learners of today to become global citizen leaders.

MISSION

The mission of International College is to inspire and challenge every learner to think critically, take initiative, and contribute to the advancement of society. IC nurtures the whole child in an environment that fosters well-being and promotes agency.

MOTTO



CORE VALUES



LIVE AND EXPERIENCE BEIRUT

Beirut offers an experience unlike any other. A vibrant Mediterranean city where history, culture, creativity and hospitality come together, it is a place of contrasts and constant discovery. Explore museums, contemporary art galleries, historic neighborhoods and cultural spaces; enjoy an exceptional restaurant scene ranging from traditional Lebanese cuisine to international dining; or spend the weekend between the city's beaches and seaside resorts, cafés and lively cultural venues.

Beyond the city, Lebanon's mountains, villages, wineries and coastline are all within easy reach, offering endless opportunities to explore. For international educators, Beirut is more than a place to work, it is a city to experience, discover and make your own.





YOUR NEIGHBORHOOD: HAMRA

IC's Ras Beirut campus is located in Hamra, one of Beirut's most established and lively neighborhoods. International hires live in IC-provided accommodation within walking distance of campus, making the daily commute simple and giving you the opportunity to experience Beirut as a resident rather than a visitor. With shops, cafés, restaurants, services, and everyday essentials close by, Hamra offers a convenient and connected base in the city.









A GLOBAL SCHOOL. A LEBANESE EXPERIENCE.



Joining IC means becoming part of a diverse international faculty while experiencing life in one of the Middle East's most distinctive cities. For educators looking for professional challenge, cultural richness and the opportunity to make a meaningful contribution to an established school community, IC offers a place to teach, lead, explore, and belong.













POSITION OVERVIEW

We are seeking a dynamic and visionary Middle School Principal to lead our Middle School division. The ideal candidate will be an inspiring leader with a strong commitment to our mission and vision, a passion for academic excellence, and a dedication to the holistic development of our students.

VACANCY

Middle School Principal

SOLID REPORTING

School's President

JOB SUMMARY

The School Principal serves as the instructional leader and oversees the total operation of the school including the administration and supervision of all phases of the instructional program and management of the facility. He/she provides leadership, administrative, and supervisory skills for the educational development of students as well as to promote parent and community involvement.

REPRESENTATIVE DUTIES:

The holder of this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Promote the vision and mission of the College for teaching and learning.
- Provide curricular and instructional leadership by supervising the design and development of academic programs and activities, their implementation, and their evaluation.
- Work closely with the school faculty & staff in identifying educational and instructional needs, and in developing plans to improve the instructional process.
- Create opportunities for shared leadership within the school; delegate both authority and responsibility to the leadership team, empowering them to take initiatives, to learn, and to grow.
- Promote the ongoing improvement of teaching and learning; monitor and assess effective instruction and assessment practices.
- Evaluate the performance of all faculty and staff and provide opportunities for improvement to attain the educational goals of the school.
- Assist in the planning and development of faculty & staff training programs.
- Develop and implement procedures for the progress, promotion, and retention of students.
- Assign academic, advisory, and administrative tasks and make status recommendations for all personnel in the school.
- Promote and maintain strong parental and community involvement.
- Propose a budget to the Director of Fiscal Services and the President. Manage the approved budget with associated control procedures.
- Confer and consult with parents regarding their children's school performance, behavior problems, and alternative problem solutions.
- Assume responsibility for the overall achievement, welfare and safety of students within the school in coordination with the School Climate Unit as required.
- Oversee the maintenance and the proper utilization of facilities, in coordination with the Facilities Director.
- Review, approve the purchase, and allocate instructional supplies, materials, and equipment.
- Establish and maintain effective working relationships with other administrators, employees, parents and members of the community.
- Attend the Leadership/Principal Committee and the Administrative meetings.
- Create a culture where teachers and learners are empowered to use technology in innovative ways to enrich teaching and learning.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

REQUIRED QUALIFICATIONS

- Degree in Education or Educational Leadership, preferably with an advanced degree (Master's &/or Doctorate).
- Minimum five years of teaching experience with an exemplary teaching record.
- Minimum five years of experience in a leadership role.
- Experience facilitating, overseeing, and coordinating curriculum and instruction.
- Well-versed in restorative discipline.

DESIRED QUALIFICATIONS

- International school experience.
- Experience with the Advanced Placement program.
- Experience in IB, and a very good command of the Lebanese, French, American & International official programs.
- Experience with international accreditation.
- Familiarity with educational technology.
- Strong background in extracurricular activities.

OTHER REQUIRMENTS:

INSTRUCTIONAL LEADERSHIP

- Deep knowledge of international curricula, ensuring that teaching and learning are of the highest quality.
- Promote the use of modern pedagogical & digital methods that value all the academic and extracurricular areas.
- Create a supportive environment that motivates staff and students to perform at their best.
- Prioritize professional development, mentoring, feedback and performance evaluation to ensure teachers deliver high-quality instruction, and encourage continual growth and best practices in teaching.

DELEGATION AND EMPOWERMENT

- Assign tasks effectively to team members, trusting their abilities.





- Empower staff by providing clear instructions and support while allowing them autonomy, which helps the team function smoothly and efficiently.
- Cultural Sensitivity and Inclusivity.
- Embrace diversity and is open to different cultural perspectives, fostering an inclusive and respectful environment.
- Show genuine concern for the needs, feelings, and experiences of students, faculty, staff, and parents, and is approachable to all.

RELATIONSHIP-BUILDING

- Exhibit a warm and approachable demeanor, allowing people to feel comfortable and connected.
- Clearly and effectively articulate goals, expectations, and feedback, ensuring everyone in the community is informed and engaged.

COMMUNICATION

- Set up and maintain clear communication channels for internal and external stakeholders, ensuring quick and organized information flow, yet a positive school environment.
- Use positive language to inspire and engage staff and students, rallying support for school initiatives and fostering enthusiasm.

ADAPTABILITY AND CRISIS MANAGEMENT

- Handle the pressures of leadership with resilience, while maintaining a positive and calm demeanor even during challenging times.
- Show adaptability and quick-thinking abilities in response to unforeseen challenges, providing stability and direction for the school community.
- Conflict Resolution.
- Listen actively & attentively to staff, students, and parents, showing interest and empathy.
- Address conflicts calmly and diplomatically and working collaboratively toward solutions that satisfy all parties involved.

- Proactive Problem-Solving.
- Identify potential issues in advance and prepare solutions, minimizing disruptions to the school's operation.
- Adapt plans and reorganize priorities when unexpected issues arise, ensuring that core responsibilities are managed without loss of focus.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational practices and principles.
- And ability to implement school instructional programs.
- Laws, policies, rules, and regulations about student discipline, attendance and transfers.

ABILITY TO:

- Establish and maintain effective relationships with staff, students, parents, and the public.
- Identify and determine the nature of students' problems, evaluate urgency, and act to alleviate problems.
- Speak and write effectively.
- Develop and conduct appropriate staff development meetings.

WORKING CONDITIONS:

ENVIRONMENT:

School environment: Indoor and outdoor environment. International travel to other school sites and countries.

PHYSICAL ABILITIES:

Rapid paced work, high levels of stress, evening meetings. With reasonable accommodations, if necessary, moderate physical effort; frequent standing or walking, dexterity to operate a computer and other equipment; kneeling, bending at the waist; seeing to read; periodic handling of light weight parcels or supplies; hearing and speaking to exchange information and communicate with contacts, reaching overhead, above the shoulders and horizontally.

APPLICATION PROCESS AND DEADLINE:

Email resume, cover letter, and the list of at least three (3) references (they must include most recent supervisor) to mmurphy@ic.edu.lb.

The last day to submit applications is October 26, 2026.

