



Vacancy Announcement: Middle School Principal
To commence in August 2027





About International Community School (ICS):

We are seeking a Middle School Principal to join our dedicated senior leadership team and bring our future-focused mission, vision, and values to life. This is an exciting opportunity for an experienced and passionate educational leader committed to fostering a positive learning environment, developing faculty and staff, and advancing student success. The ideal candidate will be a progressive and collaborative international educator who can inspire others and ensure that all students learn and engage at the highest level.

Founded in 1964, the International Community School (ICS) of Addis Ababa is a premier, non-profit international school that provides a holistic, inclusive, and innovative education to students from Early Years 3 through Grade 12. As a fully accredited International Baccalaureate (IB) World School, ICS offers the **Primary Years Programme (PYP)**, **Middle Years Programme (MYP)**, **Career-related Programme (CP)**, and **Diploma Programme (DP)**, all designed to cultivate global citizenship, academic excellence, and personal well-being. With a diverse student body representing over 80 nations and a faculty drawn from around the world, ICS creates a dynamic, student-centered learning environment rooted in international best practices and a strong connection to the Ethiopian community. The school's modern campus, located in the heart of Addis Ababa, features state-of-the-art facilities that support innovation, inquiry, and lifelong learning. Accredited by the Council of International Schools (CIS) and the Middle States Association (MSA), and a proud member of the Association of International Schools in Africa (AISA), ICS is committed to empowering students for success in an ever-changing world.

Who We Are

At ICS, we celebrate diversity and value the voices of students and families. We believe that strong, inclusive relationships are the foundation of a thriving community. We are committed to cultivating a culture of care, collaboration, and high expectations for all.

Our Vision

To be our best with Africa and our world.

Our Mission

To nurture the talents, character, and intellect of all learners, empowering them to excel and make a positive impact in their world.





The ICS Way

The ICS Way is a community agreement built on respect and responsibility:

- *Take care of myself*
- *Take care of others*
- *Take care of this place*

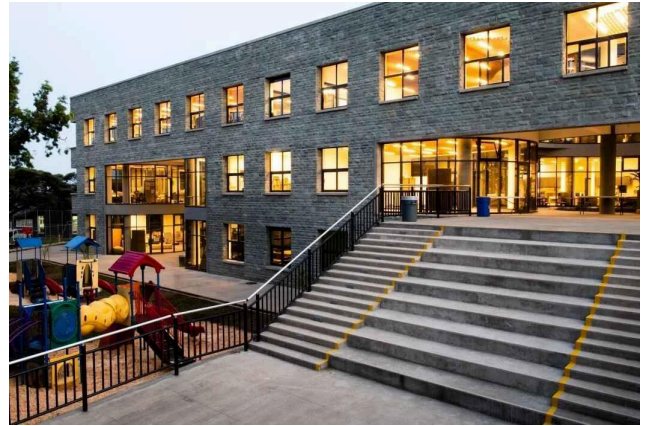
At ICS, we deeply value student and parent voices and celebrate the richness of our diverse community. We believe that strong, inclusive relationships—built across cultures and continents—are the foundation of a thriving school environment.

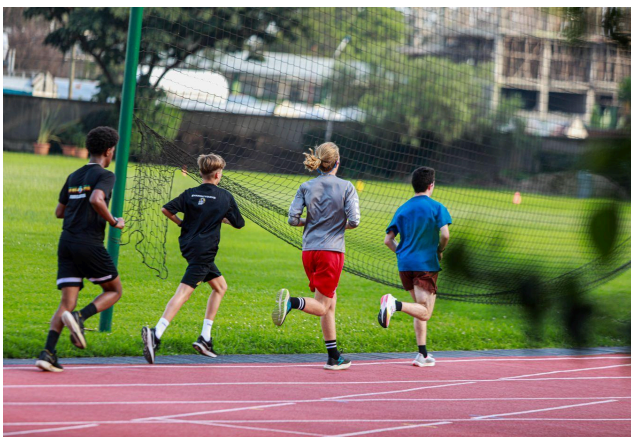
Campus and Facilities

Our 15-acre campus, located in the Old Airport neighborhood of Addis Ababa, provides a welcoming and inclusive environment that reflects our deep connection to Ethiopia. Equipped with purpose-built facilities and surrounded by natural beauty, ICS offers students and educators a vibrant space for learning and growth, with opportunities for real-world learning beyond the classroom.

To explore our facilities, visit the ICS website or watch our recruitment video:

[Recruitment Video – This Is Your Future](#)





Position Overview

ICS is seeking an experienced, forward-thinking leader to serve as **Middle School Principal**. Reporting directly to the Head of School, the Middle School Principal serves as a key member of the senior leadership team and operational leader of the Middle School. The Principal leads an inclusive, engaging, and developmentally responsive Middle School aligned with the ICS mission, strategic priorities, and the IB Middle Years Programme. In partnership with Elementary and High School leadership, the Principal strengthens continuity and purposeful transitions into, through, and beyond Middle School, with particular attention to learning progression, student support, belonging, and developmental expectations.

The ideal candidate will bring at least five years of educational leadership experience, including senior leadership responsibility; successful teaching experience in middle and/or high school grades; and direct experience with the IB Middle Years Programme (MYP).

The Principal is accountable for teaching and learning, student well-being and belonging, faculty growth, and the effective operation of the Middle School. Working closely with the High School Principal, MYP Coordinator, and Director of Learning and Innovation, the Principal shares responsibility for a coherent and effectively implemented MYP across Grades 6–10.

Key Responsibilities

Strategic & Whole-School Leadership

- Develop and communicate a clear vision, priorities, and sustainable goals for the Middle School, aligned with the ICS mission and whole-school strategy.
- Contribute actively to Senior Leadership Team work, strategic planning, policy, decision-making, resource allocation, school evaluation, and accreditation.
- Lead and evaluate change through consultation, transparent communication, purposeful implementation, and continuous review.





Learning and MYP Leadership

- Provide instructional leadership for high-quality, inclusive, developmentally appropriate learning aligned with the ICS mission and MYP.
- Collaborate with the High School Principal, MYP Coordinator, Director of Learning and Innovation, and instructional leaders to ensure coherence in curriculum, teaching, assessment, reporting, collaborative planning, and professional learning.
- Monitor and evaluate teaching and program effectiveness using classroom visits, professional dialogue, student work, assessment data, and other evidence to guide improvement and strengthen student challenge, support, choice, and agency.

Student Well-being, Belonging, and Inclusion

- Foster a safe, inclusive, culturally responsive Middle School where every student experiences belonging, positive relationships, and equitable access to learning.
- Establish and uphold clear, consistent, fair, educational, and restorative expectations for learning, behavior, attendance, academic integrity, and participation.
- Coordinate student support with counselors, learning support, EAL, health, safeguarding, and other relevant teams; use student, family, staff, and other evidence to strengthen the student experience and promote voice, leadership, service, and effective transitions.

People Leadership

- Recruit, induct, supervise, evaluate, develop, and retain effective Middle School faculty and staff, including providing clear leadership and accountability for the Deputy Principal.
- Set clear professional expectations and provide timely, evidence-informed feedback, coaching, recognition, support, and fair management of performance concerns.
- Build leadership capacity among the MYP Coordinator, department and grade-level leaders, and other middle leaders while fostering a culture of trust, collaboration, reflection, shared responsibility, and accountability.

Operations and Resources

- Ensure the safe, effective, and well-organized daily operation of the Middle School, including scheduling, staffing, facilities, technology, instructional resources, and budget management.
- Oversee procedures, student records, attendance, supervision, behavior, academic integrity, admissions, placement, and transitions within school policy and delegated authority.
- Implement and monitor safeguarding, health, safety, security, and emergency procedures, including reporting protocols, and support school events and activities beyond regular school hours as required.

Family & Community Engagement

- Build trusting, respectful, and culturally responsive relationships with students, families, faculty, staff, and the wider community, communicating Middle School priorities, expectations, decisions, and progress clearly and consistently.
- Create meaningful opportunities for community voice and feedback, demonstrating how input informs decisions and practice; respond to concerns and conflict promptly, constructively, and with appropriate confidentiality.
- Promote the ICS Learner Profile, international-mindedness, intercultural understanding, global citizenship, and engagement with the Ethiopian context, while representing the Middle School and ICS positively within local and international communities.

Qualifications & Experience

- Minimum of five years of educational leadership experience, including senior leadership responsibility; successful teaching experience in middle and/or high school grades.
- Master's degree and school leadership/administration certification or equivalent.
- Direct experience with the IB Middle Years Programme (MYP); broader IB experience is highly valued.
- Experience with accreditation processes and strategic initiatives.





- Demonstrated cultural adaptability and a track record of engaging meaningfully with diverse host communities.

Preferred Skills & Attributes

- Experience with Professional Learning Communities (PLCs), standards-based grading, and personalized learning design.
- Strong skills in data analysis, problem-solving, conflict resolution, budget management, and financial literacy.
- Familiarity with educational technology systems and a commitment to ongoing professional learning.
- Collaborative leadership style with exceptional written, verbal, and presentation skills.
- High ethical standards, cultural sensitivity, optimism, resilience, and flexibility.

Personal & Leadership Qualities

- Demonstrate commitment to the ICS mission, values, and Learner Profile.
- Understand and advocate for the developmental needs of Middle School students.
- Place student learning, well-being, belonging, and safety at the center of decisions.
- Lead with integrity, empathy, courage, humility, and sound professional judgment.
- Build trusting relationships and work effectively across cultures.
- Communicate clearly, manage conflict constructively, and make timely decisions.
- Collaborate, empower others, and maintain appropriate accountability.
- Demonstrate resilience, flexibility, optimism, and calm under pressure.
- Maintain the highest standards of confidentiality and professional conduct.
- Model the IB Learner Profile.



Priority Areas of Focus

- **Student-Centered Planning & Advocacy:** A learner-centered leader who places students at the heart of operational and academic decision-making and actively advocates for the developmental, academic, and social-emotional needs of young adolescents.
- **Restorative Practices & Positive Culture:** Committed to embedding restorative approaches into student behavior systems, fostering a culture of accountability, repair, empathy, and psychological safety across the school community.
- **Collaborative Leadership & Team Dynamics:** Skilled in building high-performing, trust-based team dynamics, fostering productive, healthy debate, shared leadership, and collective responsibility to strengthen collaboration, decision-making, and professional practice.
- **Inclusive & Equitable Mindset:** Champions inclusive education by ensuring that systems, learning environments, and support structures meet the diverse learning profiles, backgrounds, and identities of every student.

POSITION DESCRIPTION: A comprehensive job description for [Middle School Principal](#) is downloadable here.



Why Join ICS?

At ICS, you'll join a thriving international community that values professional growth, shared leadership, and inclusive innovation. As Middle School Principal, you will lead a developmentally responsive division within a full IB continuum school and contribute to whole-school strategy as a member of the senior leadership team. Competitive compensation, continuous learning opportunities, and a strong sense of purpose support educators in helping every student thrive.

Contract and Compensation

- **Initial term:** 3 years (August 2027 – July 2030)
- **Work year:** 207 days
- **Salary:** Highly competitive internationally and exempt from Ethiopian local income tax
- **Benefits include:**
 - Furnished housing
 - Overseas hire allowance (15%)
 - Matching retirement contribution (10%)
 - School vehicle with fuel allowance
 - International health insurance (with dental & vision)
 - Annual home leave & shipping allowance
 - Free tuition for authorized school-age dependent children
 - Laptop reimbursement
 - Generous professional development funding
 - Leave provisions, including vacation, personal, and sick leave

Addis Ababa offers a relatively low cost of living, a strong international community, and a unique cultural experience. Ethiopia is a dynamic and culturally rich environment, and those who thrive here often demonstrate curiosity, flexibility, and a genuine willingness to engage with the local context. Candidates who value cultural immersion and bring a spirit of openness will find living and working in Addis Ababa deeply rewarding.

Application Procedures

ICS has engaged Search Associates to support this search. The Lead Consultant is **Dr. Nadine Richards**.

- Application Deadline: October 31, 2026 (GMT).
- Submit to: *Dr. Nadine Richards* – nrichards@searchassociates.com.
- Applications are reviewed on a rolling basis. Early submission is encouraged.
- ICS reserves the right to close the selection process before the submission deadline if a suitable candidate is identified.

Please submit the following as a single PDF (max 4 MB):

- A cover letter describing your interest, qualifications, and alignment with ICS's mission and areas of focus
- A résumé (maximum two pages)
- A one-page list of four referees who have served as your supervisors, with current email addresses.

ICS is committed to safe recruitment practices. All employees are subject to background checks.

