International School Dhaka

Secondary School Principal

for August 2027

International School Dhaka (ISD) is an IB World School serving the academic, cultural and business community of Dhaka, the capital of Bangladesh. Founded in 1999, ISD serves approximately 300 students (age 2-18) from multiple countries with over 100 faculty members in the school.

MISSION STATEMENT

ISD is the premier international school of Bangladesh preparing students for global citizenship and academic success through a dynamic IB curriculum supported by a diverse community.

VISION STATEMENT

ISD will empower our students through innovative learning to achieve academic excellence for impactful global citizenship.

ISD VALUES

These statements are supported by clearly defined school values which we know are important for the achievement of our mission and vision.

WELLBEING

Our community is dedicated to supporting everyone's learning and balanced growth, both individually and as a group.

KINDNESS

Our community values respect, empathy, and compassion in our relationships with each other and in our roles as active global citizens.

RESPONSIBILITY

Our community takes action to help local and global communities, aiming for a more inclusive, fair, sustainable, and peaceful world.

ISD is authorized to teach the International Baccalaureate (IB) PYP, MYP and DP. The school is also fully accredited by the New England Association of Schools and Colleges (NEASC) and the Council of International Schools (CIS). ISD is also a member of EARCOS, the regional school's association and works closely with ISS management services on its strategic planning priorities.

ACCREDITATIONS AND AUTHORIZATIONS

IB CONTINUUM
CONTINUUM DE L'IB
CONTINUO DEL IB

The Position

ISD's continuing development presents an exciting opportunity for a dynamic leader who is seeking to progress further in an established and successful IB World School. The Secondary School Principal will serve as a member of the school´s Leadership Team together with the Primary School Principal and the Director. ISD is seeking an experienced and well-qualified school administrator with a successful track record as a skilled IB educator and communicator. We require a campus based Principal able to develop, communicate and implement a new vision for the Secondary School, who can inspire and support staff, serve as a student advocate and gain the loyalty and trust of staff and parents.

The initial contract period is for 3 years;

The requirements of the successful candidate include:
• A minimum of two years' experience in a senior school leadership position as Principal
• Experience of curriculum leadership in both the IB DP and MYP, or just DP
• Academic qualifications at Master's level in Educational Leadership
• A proven ability, understanding and commitment to school improvement and change management
• Excellent interpersonal, organizational and communication skills
• A high degree of sensitivity, flexibility and resourcefulness relevant in the context of a culturally diverse school
• Mother tongue fluency in English
• Commitment to student and staff wellbeing
• Tolerance of frustration, a sense of adventure and sense of humor

Key Strategic Issues:

• Sustaining and improving the school's high academic performance for students
• Identifying, developing and implementing the school's strategic action plans above and beyond school accreditation agencies standards (CIS/NEASC)
• Increasing student enrollment in the Secondary School

Position Responsibilities

The Secondary School Principal is responsible for the day-to-day leadership and management of the Secondary School (Grades 6-12), working closely in collaboration with the Director and Coordinators to ensure that the ISD Mission and learning goals are delivered. In working with different stakeholders in the school, the professional responsibilities of the Principal are varied and include the following in relation to:

1. Student Learning Programmes

• Oversees the planning, implementation and evaluation of the school's IB MYP and DP. This includes the process of curriculum review, documentation of performance standards and implementation of the school instructional programme
• Leading and overseeing the implementation of research-based best practices related to learning in the IB programmes.
• Oversees the development of a Master Schedule, after school activity programme, special events and Secondary School Events Calendar each school year.
• Monitor, evaluate and review the assessment strategies used in the IB Programmes and ensure that all teachers know, understand and use the school's assessment and reporting guidelines.
• Organizing any internal and external testing arrangements in conjunction with the PYP Coordinator and Head of Advancement Center.
• Management of the secondary school's learning environment and facilities development to create a vibrant, inspiring, safe and engaging spaces for learning.
• Responsibility for the planning and evaluation of appropriate out of school visits.
• Participation in the Student Services Support Team with the Guidance Counsellor and Head of Advancement Center.
• Reviewing the results of student learning including review of grades, standardized test results and other relevant data.
• Providing leadership in the regular and on-going cycle of the school's authorisation and accreditation with the IBO, CIS and NEASC.

2. Personnel Management and Professional Development

• Participation in and advising the Director in the hiring of faculty, including attending overseas recruitment fairs.
• Interviewing and selecting local hired faculty and staff. Assisting in the preparation and the orientation program for new faculty.
• Responsibility for overseeing the arrangement for teacher substitution.
• Responsibility for the evaluation of teaching faculty and non-teaching staff in the Secondary School. This involves working closely with faculty in overseeing the setting and review of annual professional goals in a timely manner.
• Responsibility for conducting regularly scheduled faculty management and planning meetings.
• Responsible for overseeing, through planning and organization, the professional development of all faculty and staff.
• Regular review and update of handbooks relevant to the Secondary School.

3. Students

• Overseeing the admission and withdrawal process of new registrations and leavers. This includes the recommendation for admission of students and course placement based on a review of school records, screening tests and reports.
• Supporting the Admissions & Marketing department in implementation of annual marketing plan and student recruitment.
• Administering all policies that affect students.

4. Parent/Community Liaison

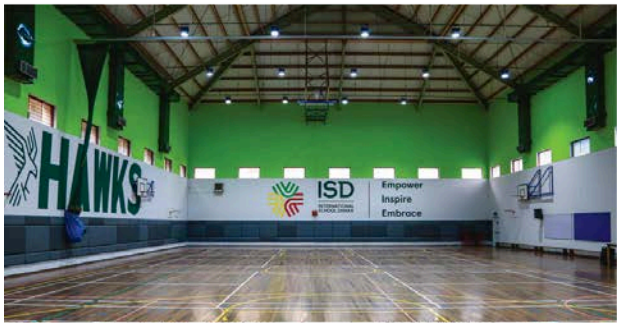
• Responsibility for maintaining productive, on-going dialogue with parents throughout the school year in promoting a positive attitude towards the school.
• Leading or coordinating special school events e.g., Assemblies, Back to School Meetings
• Attending whole school parent information meetings as required.
• Organizing and leading school Coffee Mornings and other information meetings with parents.
• Contributing regularly by example to the ISD biweekly newsletter and the annual School Yearbook.

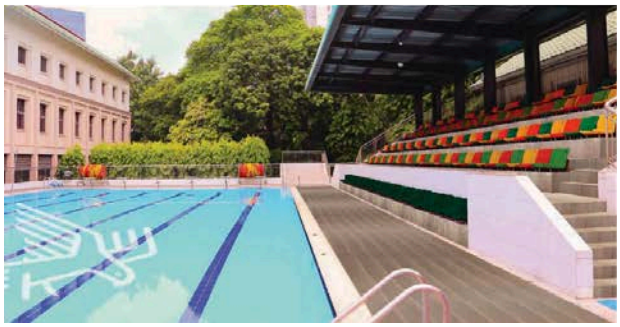
5. Other Administrative Responsibilities

• Assuming leadership responsibility for the management of the school in instances of absence of the Director.
• Coordinating requests for the academic budget based on curriculum programme needs.
• Assisting in the maintenance of an orderly, safe and secure campus environment.

School Facilities:

The spacious and well-appointed campus of International School Dhaka is in a residential area close to the center of the capital city. The campus comprises several multi-storey teaching blocks, a large, multi purpose full size gym, swimming pool, a large library, cafeteria and a variety of outdoor play and sports areas for all children. School buildings and campuses are connected by internet which serves a student information system and a wide range of technology for digital learning. The Secondary building also contains performing arts rooms, a visual art room, technology center, and a learning support center.





Staff: ISD currently employs 100 full time teachers from Bangladesh, United States, Canada, Portugal, UK, Australia, New Zealand, Spain, Russia, China, Kenya, Azerbaijan, Sri Lanka, Japan, India, Guyana, Holland, Tanzania and South Africa.

Salary and Benefits: ISD offers a comprehensive and generous remuneration package commensurate with the challenges of the position. This includes:

- A competitive salary in local currency convertible to USD
- Return airfares at start and end of contract and annually
- Car allowance for car and driver
- School-provided accommodation including utility costs
- Freight allowance
- School paid tuition for dependent children
- Professional development allowance
- Excellent private international medical health insurance
- Pension allowance

Location:

Dhaka, with 23 million inhabitants, is one of the world's most populous cities and located in the delta region of the Ganges River. It is the largest economic, cultural and scientific center of Bangladesh, in a country which is currently undergoing rapid economic growth. The high density living in Dhaka with its traffic congestion and colorful street life provides a backdrop to the most welcoming culture any international educator is likely to experience. The Bangladeshi people are genuinely welcoming, tolerant, kind and respectful, and this makes daily living in Dhaka a real joy.

Most of our overseas teachers live in a purpose-built apartment block (STS Towers) with excellent living and recreational facilities close to the school. Travel time to the ISD campus is just a couple of minutes using school transport. The city is safe, has good medical services, and there are many western standard restaurants, hotels, shopping areas and sporting facilities within a close distance of the school.

For recreation, there are many coastal, river and hill country destinations to explore at weekends and holiday times in largely undiscovered Bangladesh. At the same time, Dhaka has short flights connecting directly to India, Sri Lanka, Thailand and other countries in Asia to explore.

How to Apply

Applicants must include the following in one file:

- Letter of application explaining your interest in the position (maximum one page)
- Curriculum Vitae (maximum two pages)
- Contact details of three references of current and former line managers
- Statement of personal educational philosophy (maximum one page)
- Up to three letters of open reference scanned at a low resolution.

The above must be forwarded for the attention of Dr. Mike Miller, Director, to **hr@isdbd.org**. The deadline for applications is 30th December 2026. Further information on International School Dhaka can be found on the school´s website.

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