AMERICAN INTERNATIONAL SCHOOL IN CYPRUS



# CANDIDATE BRIEF

Principal (K-12) at American International School in Cyprus

*August 2027*

*"A vibrant and engaging school community empowering children to shape a better world."*



## POSITION OVERVIEW

The American International School in Cyprus (AISC) seeks to appoint a K-12 Principal with a passion for excellence and innovation in teaching and a demonstrated track record of leading student-centered programs. Reporting to the School Director, and working collaboratively with the Elementary and Secondary School Vice-Principals and the Vice Principal of Academics, the Principal will assume major responsibility for the development and delivery of an integrated, holistic, well-organized and engaging academic program. This position provides an exceptional opportunity for a forward-thinking educator with a broad experiential background, global perspective, and a desire to become part of a dynamic community characterized by strong relationships, diverse interests, and a rigorous educational mission.

The successful candidate will be a visible leader who holds high standards and expectations, is systems oriented, and is able to forge enduring relationships with students, faculty, and the parent community. Demonstrated leadership experience across panels and within IB and US standards-based curriculum and philosophy is highly desired.

As a collaborative and welcoming school leader, the K-12 Principal will make meaningful contributions towards maintaining the strong sense of community and positive culture that AISC enjoys.

This position begins on August 1, 2027.

**AISC is regarded as one of Cyprus's leading international schools and the only one offering an American-accredited program. It is a close-knit, supportive community, rich with academic opportunities, all aimed at preparing students for admission to top-tier universities around the world.**

## PRINCIPAL'S ROLE

Working with the Vice Principals, Department Heads, and Coordinators, the Principal has overall responsibility for the day-to-day operations of the school, including the development and implementation of all K-12 academic and co-curricular programs available to students.

Key Responsibilities:

- In collaboration with other members of the senior leadership team, ensure that the intent of the school's Mission and Vision statements are manifest in all areas of the school's curriculum and organizational plan
- Work with the Director and teachers to ensure compliance with all MSA/CIS/IB accreditation and authorization requirements
- Support teachers in their development, understanding and implementation of the school's inquiry, integrated, and concept-based approach to curriculum
- Ensure consistency, transparency, and reliability in all assessments consistent with the school's policies and essential agreements on assessment
- Oversee assessment and reporting procedures and proof and edit reports as required
- Monitor the individual and cohort performance of students in standardized tests and internal and external exams to ensure value is being added to the demonstrated learning taking place in the school
- Develop timetables, schedules and procedures/protocols to ensure the effective delivery of educational services
- Review professional growth plans and conduct teacher evaluations as needed
- Identify teacher training needs and plan and deliver professional development activities in accordance with the school's curriculum plan and pedagogical and assessment frameworks
- Lead parent information sessions and help parents achieve a clear understanding of the nature of the program
- Supervise the development of the school master timetable and liaise with all teachers accordingly
- Maintain and revise as necessary policies and practices dealing with behavior expectations, discipline and attendance
- Take a proactive approach to student behavioral and emotional development with reference to the school's adopted "positive discipline" approach



*"Experienced leadership, dedicated teachers, and a cohesive, innovative team in a supportive environment."*

- Assist in the design, development, revision, and communication of all faculty, student, and parent handbooks, policies, and curriculum and assessment guides
- In cooperation with the admissions coordinator, determine the placement of all students applying to the school
- Assist with the procurement of equipment and resources for the program
- Authorize all field, local, and overseas trips
- Assist with the development of the orientation program for new and returning teachers
- Recommend staffing changes to the Director and assist with the recruitment of faculty as required
- Provide the highest level of leadership, compliance, and ethical modeling for child protection issues
- Perform other duties as assigned by the Director

## THE SCHOOL

Founded in 1987, AISC is a private, coeducational, K-12 university preparatory international school located in the capital city of Nicosia. AISC serves a unique function in the Cyprus community, supporting diplomatic and multi-national communities, as well as local Cypriot and international families representing 50+ nationalities. The school's graduates are well prepared for admission into universities in the USA, Canada, UK, Europe, and many other universities worldwide.

The school prides itself on its warm family atmosphere, a strong cultural heritage program, excellence in teaching and learning across all divisions, and in encouraging and fostering diversity and international mindedness.



The US Common Core (Math and English), Next Generation Science Standards (NGSS), American Education Reaches Out (AERO), along with other best-practice international frameworks, provide the foundation for learning from KG through to Grade 12. The IB Diploma Program is available as an option for students in Grades 11/12 and all eligible students graduate with the equivalent of an American High School Diploma. English is the language of instruction in all classes at all grade levels. Greek, French, and Spanish are available as additional languages. There are 2 classes at every grade level, and the current enrollment sits at 420 students.

AISC is fully accredited by the Middle States Association of Schools and Colleges (MSA) and the Council of International Schools (CIS) and is authorized by the International Baccalaureate to offer the IB Diploma Program.

## AISC MISSION

The American International School in Cyprus inspires students to become enthusiastic lifelong learners who value integrity, cultural diversity, and the pursuit of excellence. Using an American and international curriculum, our qualified professionals work with the school community to prepare students to be creative, critical thinkers, and socially responsible world citizens.

## ESOL EDUCATION

AISC is part of the Esol Education (Esol) group of schools. Founded in 1976 and headquartered in Dubai, Esol Education serves more than 12,500 students in international schools in Abu Dhabi, Dubai, Bahrain, Egypt, Cyprus, Lebanon, and Hong Kong. Its schools share a heritage of certified, caring teachers, experienced leadership, and strong facilities, and count nearly 25,000 graduates among their alumni.

Each of the schools follow an American or British curriculum and is accredited by the Middle States Association of Colleges and Schools (MSA) and/or the Western Association of Schools and Colleges (WASC) and/or the Council of International Schools.

AISC is governed by a Board of Governors that works with the School Director and Principal to set strategic direction, oversee financial performance, and ensure compliance with accreditation standards.

For more information about Esol, please visit **www.esoleducation.com**.


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# CYPRUS

Cyprus offers a safe, high-quality lifestyle with reliable healthcare and a warm, unhurried pace of life centered around close-knit families and a welcoming environment. It's an ideal location for both living and visiting – boasting rich history, wonderful beaches and mountainous terrain, and great food – plus easy travel connections to Europe, the Middle East, and North Africa.

# QUALIFICATIONS

The ideal candidate will have the following qualifications:

- A minimum of a master's degree in curriculum or educational administration and/or Principal certification
- A proven track record in educational leadership, including at least 3 years of experience as an administrator at a quality American or international school (preferred)
- A period of exemplary teaching across panels and within an IB setting (preferred)
- Exceptional leadership, communication, collaboration, and interpersonal skills
- A positive, caring, community-minded team player with a passion for education
- The flexibility to learn and adapt to new cultures and situations and work with parents and a diverse community of learners

# APPLICATION PROCEDURE

Please apply directly to the school via email. The following application materials are required:

- Expression of interest
- A current CV and the contact details of 3 professional referees (at least one from a supervisor at your current school)
- Two-page statement (maximum) of educational philosophy, leadership strengths and style, and professional and personal interests

The school will be accepting applications for this position until January 15, 2027, but may conclude the search earlier if it is able to appoint an outstanding candidate before that date.

Include all documents in a single PDF file and forward by email to:
**John Jalsevac, School Director**
American International School in Cyprus
**jjalsevac@aisc.ac.cy**