AMERICAN INTERNATIONAL SCHOOL CHENNAI



POSITION DESCRIPTION . 2027-28

Head of University & Postsecondary Pathways

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.



OUR CORE . MISSION

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.



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.



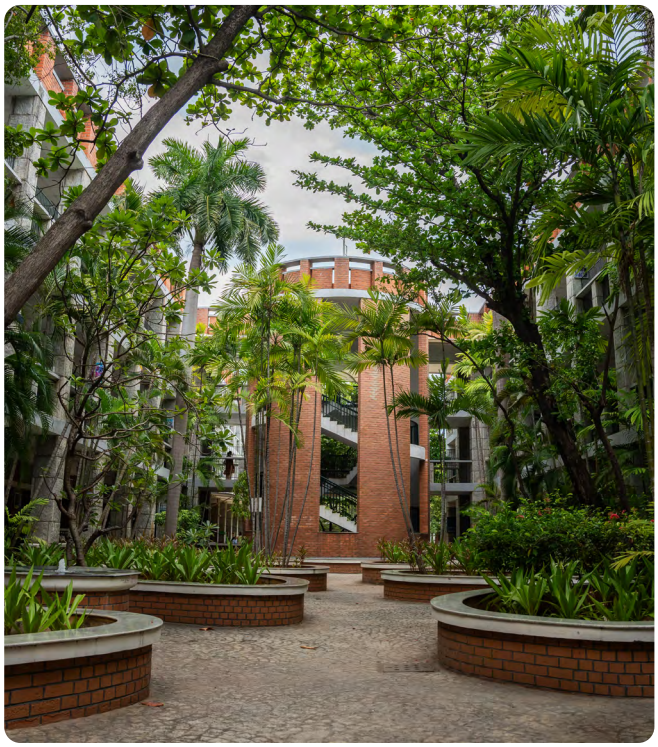
High School

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 an 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.

Head of University & Postsecondary Pathways

Position Overview

The Head of University & Postsecondary Pathways leads the strategic evolution of AISC's postsecondary program, serving as a collaborative leader while directly driving university placement, career exploration, and global admissions strategy. Working alongside a team of two comprehensive school counselors, this role connects student well-being and self-discovery with postsecondary planning.

The successful candidate will design and deliver a robust Grades 9–12 career and self-exploration curriculum, leverage data-informed strategies to present key outcomes to High School Leadership and the Head of School, and expand global university options, with targeted expertise in Asia-Pacific destinations and specialized pathways. Candidates with direct experience in higher education university admissions or specialized career/college advising are highly encouraged to apply.

Key Responsibilities

1. Strategic Curriculum Development: Self-Discovery & Career Exploration (Grades 9–12)

- Design, build, and deliver a structured Grades 9–12 seminar and workshop curriculum focused on self-discovery, learning styles, strength identification, and early career exploration.
- Integrate psychometric tools, skill inventories, and personality/learning profile assessments (e.g., Morrisby, Holland, Gardner, CliftonStrengths, Myers-Briggs) to help students understand their unique learning attributes and professional interests.
- Create experiential learning opportunities, including career speaker series, job shadowing, and alumni panels, to expose students to global industry trends and emerging career fields.
- Guide students in Grades 9 and 10 on strategic course selection (e.g., IB/AP choices, electives) aligned with their evolving career interests and personal learning goals.

2. Collaborative Leadership & Student Support Integration

- Lead the high school counseling department with a collaborative, team-first mindset focused on postsecondary planning, working in close partnership with two experienced high school counselors.
- Bridge the intersection between social-emotional wellbeing and postsecondary planning, ensuring students build self-awareness, resilience, and realistic expectations throughout their career and university search.
- Utilize data-informed decision-making to evaluate program effectiveness, analyze application trends, and present regular postsecondary outcomes to High School Leadership and the Head of School.
- Expand and advocate for diverse postsecondary pathways tailored to AISC's international student body (North America, UK/Europe, Asia-Pacific, India, Australia, etc.).
- Collaborate with academic coordinators to ensure postsecondary pathways integrate smoothly with AISC's academic programs.

3. Global University Outreach & Admissions Engagement

- Cultivate targeted relationships with higher education institutions worldwide, with specific expertise in key Asia-Pacific hubs (e.g., South Korea, Japan, Hong Kong, Singapore, Malaysia) alongside traditional destinations (US, UK, Canada, Europe).
- Advise and build resources for specialized pathways, including student-athlete recruitment (e.g., NCAA/NAIA eligibility, sports scholarships), visual/performing arts portfolios, and non-traditional gap programs.
- Organize university fairs, representative visits, and regional admissions events on campus.
- Leverage expertise in higher education admissions to position AISC students favorably in holistic and criteria-based application processes.

4. College Advising & Application Management (Grades 11–12)

- Provide direct, individualized postsecondary advising, application execution support, and essay guidance to upperclassmen and their families.
- Write detailed, compelling, and customized counselor letters of recommendation.
- Host parent and student evening seminars covering university admissions, application systems, and financial aid.
- Manage college management platforms (e.g., MaiaLearning) for tracking applications, transcripts, and admissions metrics.

WHO WE'RE LOOKING FOR

Qualifications & Experience

- **Education:** Bachelor's degree required; Master's degree in College Counseling, Higher Education Administration, Educational Leadership, or a related field preferred.
- **Experience:** 5+ years of experience in high school university counseling, international school advising, or university admissions (including candidates transitioning from higher education admissions offices).
- **Collaborative Leadership:** Demonstrated ability to work alongside social-emotional counselors and student support teams to provide holistic care for students.
- **Regional & Specialized Knowledge:** Strong familiarity with Asia-Pacific university admissions processes (South Korea, Japan, Hong Kong, Singapore, Malaysia) and experience advising on athletic recruitment/sports scholarships.
- **Curriculum & Data Skills:** Proven ability to build career exploration seminars for Grades 9–12 and utilize admissions data for strategic board-level reporting.

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 **tstuart@searchassociates.com.**

Application Deadline. Friday, December 18, 2026

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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