

# **The Harare International School**

Harare, Zimbabwe

Seeks a new

**Director**

Effective August 2011

Harare International School is seeking a creative and dynamic individual interested in leading a strong school to a place of educational excellence. Zimbabwe offers a safe environment to experience the magic of Africa in a U.S. dollar based economy.

## **The School**

The Harare International School is an accredited, independent, nonsectarian, non-profit, co-educational day school incorporating cutting edge internationally recognized educational programs and best practices from around the world. Visit the school's website to learn more about school at [www.his-zim.com](http://www.his-zim.com).

## **Vision Statement**

Where we thrive and reach for excellence.

## **Mission Statement**

Harare International School teaches the personal values, qualities and sense of responsibility needed for life-long learning, community service and world citizenship through educational programs that are relevant, challenging and engaging.

## **Strategic Plan**

Harare International School has developed a five-year strategic plan 2010-2015, which addresses central projects and processes to build the school and its programs to meet the needs of students graduating and facing the challenges of the 21<sup>st</sup> century. We are seeking a visionary who will wholeheartedly take up the direction that has been set out in the strategic plan, a copy of which is included as an appendix below.

## **School Philosophy**

Harare International School is committed to educating the whole child – intellectually, physically, and socially – in an academically challenging, nurturing, and child-centered environment. We foster freedom of expression, independent thinking, and positive personal values and qualities, while maintaining a sense of responsibility to others through respect and cooperation. The educational framework of Harare International School supports a balance between the process and outcomes of learning.

## **Curriculum**

Harare International School is an International Baccalaureate (IB) World School offering the Primary Years Program (PYP) and IB Diploma. It is fully accredited with the Council of International School and the New England Association of Schools and Colleges. We also offer an American college preparatory diploma. The curriculum is based on the acquisition of knowledge and the development of problem-solving and critical thinking skills using a broad, research based, and culturally diverse program.

## **Students and Community**

Harare International School serves the families of international diplomatic missions, UN organizations, non-governmental organizations and international business, as well as Zimbabwean students. We welcome approximately 60 nationalities in our student body and another 15 nationalities in our faculty. We currently enroll 430 students from Early Childhood at age 3 through grade 12.

## **Faculty and Administration**

Harare International School is governed by a 7 member Board of Directors and enjoys active support of the State Department Office of Overseas Schools. The administration consists of a Director, Business Manager, Elementary Principal, a combined Middle and High School Principal, and administrative staff. The teaching faculty generally includes 55 full time teachers or full time equivalents.

## **Campus and Facilities**

Harare International School is located on 22 acres in the Mt. Pleasant suburb of Harare. It has expansive green spaces and playing fields. Our award winning, ecologically sound facilities include up-to-date buildings, most built within the last 15 years, that support 42 classrooms, 3 computer labs, 250 computers, 30,000 volume library, 4 science labs, 2 playing fields, 4 tennis courts, a full size gymnasium and state of the art performing arts center seating up to 700. The Director's residence is located 2 blocks from campus and is nicely appointed for entertaining members of the community.

## **The Position**

The Director of the Harare International School must have a proven record of providing leadership and vision in all areas related to academic programs, sound management of the school and positive guidance and interaction with the governing school board. The Director serves as the main point of contact within the school utilizing strong communication skills, written and spoken, to articulate the school's vision and build cohesion among the richly diverse school community. Key leadership qualifications include:

- A well-articulated vision for what an international school should look like in the 21<sup>st</sup> century.
- Previous teaching and proven administrative experience in international schools.
- Full commitment to the IB, PYP and the development of best practices in concert with current educational research.
- Ability to recruit and retain the highest quality faculty and provide commitment to their continued professional development.
- Experience and expertise in the creative implementation of strategic plans.
- Direct experience and understanding of the accreditation processes.
- Ability to represent the school both locally and internationally.
- A wide-ranging and established network within the international educational community and supporting organizations.

## **Salary and Benefits**

The salary and benefits for the Director are competitive and meant to attract and retain a highly qualified and dynamic leader to serve the school. The initial contract is for 3 years with the option to renew.

## **Procedure for Filing Applications**

The Search Committee appointed by the Board will conduct the search on site with input from all main constituencies in the school community. Candidates are to submit:

- A letter of application no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position.
- A resume of a maximum of 2 pages
- Statement of Educational Philosophy
- A current list of a minimum of 4 reference contacts of previous direct supervisors, including telephone numbers and email addresses
- Copies of open letters of reference, if available, up to 4 letters
- Deadline for submission of applications: Monday 2 August, 2010
- Interviews of short listed candidates will take place the first half of September 2010

The application should be submitted as a single low-resolution pdf document to [board@his.ac.zw](mailto:board@his.ac.zw) and copied to [his.directorsearch@gmail.com](mailto:his.directorsearch@gmail.com).

## **Appendix A: Harare International School Strategic Plan 2010-2015**

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### **Main Topics for the 2010 – 2015 Strategic Plan**

April 21, 2010

At its meeting on April 20, 2010, the Board approved the following main topics as the core of the new 2010 – 2015 Strategic Plan. The Strategic Planning Team has been comprised of students, parents, teachers, administrators and board members who have met over the past 6 weeks to develop the Plan. The inclusion of team members from all sectors of the school provided great strength in the development of this plan, with discussions that delved deep into the vision for the future of HIS in the coming 5 years. Timelines and action plans will be developed for each of these topic areas in greater detail, guided by input from the Team’s minutes and discussions. Once completed, the full plan will be shared with the HIS community. As you will note, the main headings deal comprehensively with the further development of school infrastructure, the financing required, as well as improvements in areas of the HIS educational program and community cohesion.

### **Main Headings for the 2010 – 2015 Strategic Plan**

1. **Infrastructure** - The size of the school is based on an “optimal” school size of 528 students, 18 – 21 per class, 2 classes per grade from EC- 1 to Grade 12. Essential buildings to be provided rapidly: 2 EC classrooms, Swimming Pool, renovations to the Theatre roof, Sports field, Cafeteria, and provision of water security. Additional rooms and wings to the school have been identified as longer term needs, offices and meeting spaces, art and music rooms for middle school. And listed below, ICT technology infrastructure.
2. **Finance** - Develop financial reserves, in particular operational reserves, and capital reserves using capital fees, registration fees, loans locally and through OPIC .
3. **ICT - Technology** - A major technology plan needs to be developed and implemented to bring the school into best practices and facilities: optical connectivity and broad bandwidth, training of staff and students. Major funding needs to be projected for this area.
4. **Student Support** - Increase and improve student support services through additional personnel and offerings: IB support, LSS, EAL, Counseling in Elementary and Middle School, Therapy.
5. **Community, Collegiality, Parent Involvement** - Develop protocols and ethos of a culture of participation and problem solving, building HIS community and support for the school.

6. **Discipline, Code of Conduct, especially in Middle School and High School** – Student led positive behavioral expectations need to be raised and practiced, and in collaboration with the Elementary School, an overall set behavioral expectations needs to be encouraged and enforced school wide.
7. **Develop a balanced approach to meeting demands for sports, extra-curricular and curricular activities.** Led by the Athletic Director, a task team is to give clear guidelines and parameters regarding sports activities the school is able to offer, and those it is not able to offer, in accord with the school’s philosophy.
8. **School promotion and communication.** In addition to internal communications, expand communication about the school’s international and multicultural approach, its IB program and current best practices

Numbers 1,2 and 3 are a continuation of topics from the first Strategic Plan, with emerging issues added.

### **Review of Progress**

A method of conducting annual reviews of progress regarding the Strategic Plan should be included in the detailed plan, along with timelines and action plans. The Board should take a strong role in ensuring that the school remains focused on the Plan and that it’s various action plans are implemented and realized in timely fashion. The mechanism for review should be led by the Board, and might well include an annual gathering of the Planning Team (or succeeding teams) for full input from stakeholders.

### **Strategic Delimiters**

We will not initiate any new program or service unless:

- It is consistent with and contributes to our mission
- It is preceded and accompanied by staff development
- There are sufficient resources available to assure effective implementation