



The International School

SPANISH • CHINESE • JAPANESE
INTERNATIONAL BACCALAUREATE

THE CHARGE TO THE HEAD OF SCHOOL

*Prepared The International School Board of Trustees
October 2013*

Mission

The International School inspires children to become global citizens by providing a rigorous and comprehensive education within a nurturing, student-centered environment of full immersion in multiple languages and cultures.

Vision

The International School will be recognized as a center of excellence in multicultural education. Graduates of the school are true global citizens who excel in a diverse and multicultural society. The International School fosters a culture that reflects its core values. Active and effective planning is the foundation on which the school achieves its success.

The Board of Trustees continues to support the Head of School as he begins his second year. To assure that TIS continues to thrive and, at the same time, makes constant and vigorous progress toward the Vision for the School, the Board of Trustees has created this charge. Specific to the 2013-14 academic year, the Board of Trustees identifies the following critical responsibilities and hereby charges the Head of School make them his major focus.

- the development of a plan to address the projected classroom space needs for the 2014-15 academic year
- the timely completion of the NWAIS self-study report
- the successful acquisition of an accredited status through NWAIS
- the formulation of responses to the “Matters to be addressed” resulting from the PYP authorization visit
- the establishment of the new teacher appraisal model

The Board further recognizes that the original charge of the 2012-13 academic year shown below was created with the idea that it was to guide the work of the Head of School for a three-year period. With this in mind, the Board of Trustees expects the Head of School to continue to develop initiatives begun last year.

Charge 1: To ensure a smooth transition to The International School, the Board of Trustees charges the Head to spend the first year getting to know the community, the school, and the culture. To that end, the Head should make a concerted effort to:

- Learn and foster a respect for the history, traditions, and culture of The International School.
- Develop an effective working relationship with the faculty and



The International School

SPANISH • CHINESE • JAPANESE
INTERNATIONAL BACCALAUREATE

administrative staff and work to understand their interests, strengths, and professional goals.

- Develop an effective partnership with the Board of Trustees.
- Be visible to the students and greater school community and engage with each of these important constituencies in a meaningful and professional fashion.
- Interact with the school community, including alumni families and school partners, at school events.
- Represent The International School in local, national, and global educational communities—particularly the International Baccalaureate community—to enhance the School’s reputation as a leader in multicultural, language immersion, and IB/PYP education.
- Develop and implement a Communications Plan so as to consistently and thoroughly establish his “voice” in the community as the school’s educational and cultural leader.

Charge 2: To continue the culture of educational excellence, the Board of Trustees charges the Head to work with faculty and staff to meet the standards and objectives set forth in the Strategic Plan. To that end, the Head should make a concerted effort to work with faculty and staff to:

- Create a vibrant learning environment that demonstrates an understanding and application of child development theory as well as current teaching methodology within the framework of the PYP and in support of the mission of The International School.
- Create a work environment in which staff are held accountable for maintaining this learning environment
- Engage in professional development activities that keep them current in their practice and the time and support them.
- Implement an appraisal system that will hold faculty and staff accountable for their teaching practice and provide support for them in meeting their annual goals in professional development
- Ensure the best possible educational experience for each student by supporting curricular innovation, technological initiative, and other advancements in teaching and learning consistent with the School’s Mission, Core Values, and IB/PYP educational program.
- Review and refine administrative staff positions and responsibilities so as to support the goals set forth for the school’s educational program.
- To update and align policies and procedures with regards to personnel practices and evaluations so that they reflect and support the School’s Mission, Core Values, and program, as well as applicable laws, regulations, and standards of practice.



The International School

SPANISH • CHINESE • JAPANESE
INTERNATIONAL BACCALAUREATE

Charge 3: As The International School is engaged in critical projects necessary to ensure the long-term stability and growth of the School, the Board of Trustees charges the Head to support the efforts of the Board and administrative staff to achieve strategic objectives set forth for facilities, fiscal health, and institutional leadership and governance. To this end, the Head should make a concerted effort to work with Trustees and staff to:

- Analyze, evaluate, and prioritize the facility needs of the school.
- Analyze the administrative structure of the school to determine if it serves the students, faculty, and general school community well as the school continues to experience growth in enrollment and educational ambitions.
- Analyze the policies of the school to ensure that policies support the School's efforts to achieve educational and institutional goals and needs.



The International School

SPANISH • CHINESE • JAPANESE
INTERNATIONAL BACCALAUREATE

- Support the School's efforts to raise funds for critical facility needs and strategic objectives regarding scholarships and endowment.
- Analyze the School's structure and practices for hiring talented, qualified, and professional faculty who can deliver on the School's promise of educational excellence in IB/PYP, language immersion education.

in partnering with all members of the School community to strive to always act in a manner that reflects the core values of the school demonstrating an unyielding commitment to the Mission.