



## **Director- The Canadian International School of Egypt**

### **Job Description**

#### **Background:**

The Canadian International School of Egypt (CISE) is located in Cairo, Egypt and offers a full Canadian academic program leading to the Ontario Secondary School Diploma. CISE, which is entering its eighth year of successful operations, is approved by the Ontario Ministry of Education and is staffed with Canadian certified teachers and principals. In addition to the Ontario curriculum, CISE delivers a strong Islamic culture and Arabic language component which meets the requirements and standards set by the Egyptian Ministry of Education. CISE has approximately 700 enrolled students and is expected to continue growing in the years to come. The Canadian Bureau for International Education (CBIE) provides management and support services to CISE and is responsible for the hiring process of CISE's senior administration on behalf of the Owners.

#### **Main Duties and Responsibilities:**

The Director is fully responsible for the overall strategic vision, development, and growth of CISE. The ideal candidate will be strong in the following five areas;

#### **Overall School Management and Administration**

- Provide direction to the CISE school principals to ensure the sound management and administration of CISE
- Oversee preparation of projected enrolment on yearly basis
- Follow up on the inspection conducted by the Ontario Ministry of Education
- Provide direction and supervision on any other matters that may arise as a result of School Review and evolving circumstances at the CISE school
- Liaise and cooperate with the Canadian Bureau of International Education (CBIE), as the Canadian agent for the CISE in all matters set out in the agreement between CBIE and the Owners
- Submits annual progress reports on the overall operations of CISE to the Board of Directors

## **Communication and Community Relations**

- With the assistance of Principals, develop and implement an outreach plan with parents and stakeholders
- Represents CISE in major events and student and staff recruitment fairs in Egypt and Canada
- Oversee the development and implementation of an annual communications plan
- Develop school-community relations and make contact with prospective parents, businesses, relocation companies, community organizations, and consulates, to promote the school
- Establish and maintain a positive and workable relationship with the Owner

## **Business Development**

- Develop and implement a business development plan over three years with targets in line with Owner's objectives. Such a plan would maximize enrolment growth while managing expenditures to achieve a reasonable level of profitability

## **Human Resources**

- Monitor and evaluate CISE Administration (Principals, Vice-Principal and administrative staff)
- With the assistance of the Principals and other administrative staff, monitor instructional practices of all teaching staff with particular emphasis on assessment, lesson preparation and adherence to Ministry guidelines and the Ontario curriculum
- Determine final/additional staffing needs for the school year and get approval from CISE's owners for hiring of necessary staff
- With assistance and support from CBIE, recruits teachers for CISE
- Oversee implementation of an orientation program for new Canadian teachers
- Monitor and manage staff related issues concerning both Canadian and Egyptian staff to maximize workplace harmony and operational efficiency

## **Academic Program, Facilities, and Operations**

- Oversee and provide direction to all activities related to the extension of the existing facilities
- Define facility, textbook, equipment, and IT requirements for additional programs to be offered in the future
- With assistance from the Principals, develop a plan of extracurricular activities offered throughout the year
- Develop the existing computerized School Management system to accommodate fully, all school operations
- Improve existing systems and procedures and develop new ones over time as may be required

## Qualifications:

- Significant classroom experience, preferably at both elementary and secondary levels
- Minimum of 10 years of experience as a Director in a similar role, preferably in the capacity of Superintendent or Director of Education in a publically funded school system
- An advanced degree in education
- In-depth and current knowledge of the Ontario education system and its requirements
- Proven experience leading a private school in an international setting
- Background with IB Diploma Program
- Experience in improving student learning
- Experience in monitoring teacher performance and developing and implementing plans for improvement
- Inspiring and guiding a school community to shared goals and vision
- An open and collaborative leadership style with excellent interpersonal and communication skills
- Ability to plan and implement actions for successful change
- Strategic, results-oriented and business-minded
- Broad vision of education in the context of the realities of globalization
- A passion for both teaching and learning as demonstrated by career progress

Remuneration package includes a competitive salary, housing allowance and benefits package. The successful candidate will be expected to take up the appointment on or before January 10, 2011.

Applicants should send a CV/resume (maximum 4 pages), contact details of three references and a letter of application by **September 30, 2010** to [tskeik@cbie.ca](mailto:tskeik@cbie.ca). The application letter should include a clear statement of the applicant's perspective on the international education enterprise. For additional information or enquiries please contact Tharwat Skeik at [tskeik@cbie.ca](mailto:tskeik@cbie.ca).