



Escuela Bilingüe Internacional

Lower School Division Head

LOCATION

San Pablo Campus -
Emeryville, CA

**APPLICATION
DEADLINE**

March 17, 2024

**REMOTE SEMIFINAL
ROUND**

Late March

ON-SITE FINAL ROUND

Early April

**DECISION
ANNOUNCED**

April 15, 2024

START DATE

July 1, 2024

SALARY RANGE

\$130,000 - \$150,000

REPORTS TO

Head of School

Summary

The Position: What You Will Do

Escuela Bilingüe Internacional (EBI) is a PK to grade 8 independent school with two campuses in the San Francisco Bay Area: one in Oakland and one in Emeryville. EBI is the only Spanish-English bilingual, International Baccalaureate (IB) school in Northern California.

The Lower School Division Head is responsible for supervising the overall Lower School program (Grades 2-5) and all activities involving Lower School students, families, faculty and staff. The Lower School Division Head leads, manages and administrates the program for the holistic development of learners as well as promotes parent and community involvement. The Lower School Division Head serves on the Senior Leadership Team and reports to the Head of School.

An EBI Employee: Who You Are

The community of EBI, including the faculty and staff, is a unique and valuable asset to the school. It is with this in mind that, in addition to specific responsibilities, it is essential that all EBI employees demonstrate the following:

- Personal alignment with the EBI mission and the IB mission
- Value for bilingualism, educational excellence, diversity, international mindedness and cultivation of character
- Enjoy working in a diverse, international and collaborative school environment
- Effective listening, speaking, writing and presenting skills in both Spanish and English, as required
- A positive attitude and a deep sense of professionalism

Mission

Escuela Bilingüe Internacional provides an excellent Spanish-English bilingual education based on the highest international academic standards in an environment that thrives on diversity, fosters global citizenship, and develops the character necessary to recognize cultural uniqueness as the touchstone of our common humanity.



Our Story

In 2006, a small group of committed parents and professional educators dreamt of providing their children with an outstanding bilingual education based on the best teaching and learning practices from around the world. They valued the immense cognitive, social and cultural benefits of multilingualism and wanted their children to be engaged members of both the Spanish and English learning communities.

But, with no Spanish-English independent schools in the Bay Area and no Spanish-English bilingual programs beyond 5th grade at the time, they could not find a program like the one they imagined. Then, inspired by their vision, EBI's founders decided to build a dual immersion school for students from pre-kinder through 8th grade that would prepare them in Spanish and English for the highest academic levels in all disciplines.

2006

Escuela Bilingue Internacional began at the St. Augustine Parish on Alcatraz Avenue in Oakland in the fall. It was the first independent co-educational day school offering a Spanish-English dual immersion program to pre-kinder and elementary students in the Bay Area.

2011

Escuela Bilingue Internacional acquired its Emeryville building with the generous support of Steve Oliver and Company. Escuela Bilingue Internacional opened its Middle School on San Pablo Avenue in Emeryville.

2014

The California Association of Independent Schools (CAIS) and the Western Association of Schools and Colleges (WASC) accredited EBI through the year 2021. The International Baccalaureate Organization (IBO) authorized EBI to offer their Primary Years Programme curriculum.

2015

The first EBI eighth grade class graduated.

2016

The International Baccalaureate Organization (IBO) authorized EBI to offer their Middle Years Programme (MYP) curriculum. EBI became an IB World School.

2020

EBI welcomed its first cohort for the Language Acquisition Track to the Middle School. This program is designed for students with little to no Spanish and integrates their studies with that of the Bilingual Track students in grades 6-8.

2022

EBI becomes the SF Bay Area's only certified school test site to offer the [DELE](#). Students and community members from all over the area can test at the San Pablo campus to certify their Spanish language level.



Core Values

Diversity

Diversity is the heart of EBI. We are passionate about creating a community that reflects the vibrant diversity of the world in which we live and a culture that celebrates a myriad of perspectives. Because we believe diversity in all its forms engenders deeper understanding and compassion for all of humanity, we uphold an educational philosophy that embraces each individual and actively rejects prejudice and discrimination.

Bilingualism

In a global era, the benefits of being bilingual are profound and multifaceted. We believe that everyone is capable of becoming multilingual and that knowing a language opens up new worlds for its speakers. Students at EBI become literate in Spanish and English while developing conversational skills in a third language.

Character

The cultivation of character is at the core of EBI's educational model. We are dedicated to fostering the development of certain qualities in our students through our educational methods of inquiry and our personal actions. Every day we teach self-respect, kindness, integrity, compassion, cooperation, curiosity, empathy, enthusiasm, open-mindedness, respect for the planet, confidence, commitment, responsibility and an awareness of privilege.



International Mindedness

We view the world as our broadest community and context for learning. It is our belief that international mindedness helps people become their best selves and responsible members of their local and global communities. We strive to instill an international mindset in our students that promotes empathy, encourages an understanding of the complexity and value of diversity, and supports them in recognizing that we are all connected.

Educational Excellence

EBI is committed to the highest academic standards in every area of education. We promote the active construction of knowledge and incorporate traditional disciplines into our International Baccalaureate programs of inquiry. Our students develop a joy of learning and the motivation to be self-directed, lifelong inquirers who are agents of change.



The Academic Program

Escuela Bilingüe Internacional (EBI) is an independent PreK-8 school offering a multilingual, international education that inspires our students to engage with a changing global world with character and empathy. As an International Baccalaureate (IB) certified school in the heart of the East Bay, EBI helps students engage as both global citizens and critical thinkers. Character development is at the heart of what we do; our students are empathetic and compassionate as well as academically prepared for future success.

At EBI, students learn in an immersive Spanish language environment, where they begin their journey of cultural awareness and develop fluency in a language other than English. With the addition of Mandarin in 3rd grade, students expand their cultural and linguistic competencies. Graduates of EBI have basic conversational skills in Mandarin and are fully literate in Spanish and English.

Equally important, EBI students have an awareness of their role as a member of the global community. From that awareness, our students are positioned to transform the world. EBI develops a lifelong love of learning, which translates to a lifetime of opportunity.

Our Language Philosophy

Escuela Bilingüe Internacional is a multilingual Spanish-English immersion school. By presenting most of our classroom subjects in Spanish, we organically teach the language to our students. Our pre-kinder students begin with a 100% Spanish immersion program in their first years at EBI and gradually transition to a 50/50 Spanish/English model by the second grade. For our Middle school students, each subject area is language specific. Math, Science, English Language, and English Literature are taught in English. All other subjects, with the exception of Mandarin, are taught in Spanish. Art, music, drama and physical education are also taught in Spanish. Mandarin classes begin in the third grade and continue through the eighth grade. Our graduates leave EBI with high levels of academic and social proficiency in both English and Spanish as well as functional Mandarin conversational skills.

Innovation & Technology

EBI strives to be at the forefront of introducing digital tools and technological advances in the classroom. At the same time, we educate our students in media literacy and the best use of new technologies. Our inquiry based programme supports our students in constructing their own understanding of a topic through research, and this skill is especially helpful in navigating the Internet and searching online databases. We inspire our students to be future innovators who are both thoughtful and creative.



Learning Outcomes & Goals for Our Students

- Compassionate and caring
- Creative and motivated
- Critical thinkers and problem solvers
- Internationally minded
- Fluent in two languages, conversational in a third
- Change agents in a diverse world



International Baccalaureate

The International Baccalaureate is an educational foundation founded in Geneva, Switzerland in 1968. For many years, this foundation has worked with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. The goal of their curriculum programmes is to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

The IB Primary Years Programme (PYP) In Our Lower School

The International Baccalaureate Primary Years Programme (PYP) is the basis for our lower school curriculum. The PYP is inquiry-based and is driven by concept acquisition. Our lower school students learn mathematical concepts, science and technology, language, social studies, arts, and physical education.

Some of the components of our K-5 grade curriculum are:

- Exploring, wondering and questioning
- Researching and seeking information
- Collecting data and reporting findings
- Making and testing theories
- The acquisition of conceptual understanding
- Supporting a variety of learning styles
- Emphasizing creativity
- Integrating music, art and PE with specialist teachers
- Studying conversational Mandarin beginning in the third grade
- Reinforcing diversity and cultural understanding

Leadership Perspective



Ben Griggs
Head of School

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At EBI, we create a learning experience based on the best practices in independent and international education. We help students engage as both global citizens and critical thinkers. Character development is at the heart of what we do; our students are empathetic and compassionate as well as academically prepared for future success. The Lower School Division Head will play a key role in leading a group of dedicated, motivated, and experienced faculty, and in supporting students and families on this journey of bilingualism, educational excellence, diversity, and international mindedness. The Lower School Division Head will be an important leader in the further development of our PYP in the coming school year!

We invite you to watch our [interview](#) with Ben, in which he discusses EBI's inclusive community and collaborative culture, and the priorities for and importance of the lower school division head role.



Lower School Division Head

Specific Duties

Divisional Oversight and Student Success

- Oversee daily operations of the Lower School program (Grades 2-5), be a visible presence on the San Pablo Campus, and be regularly available to students, faculty, staff and parents.
- Monitor and guide the developmental growth and learning of all Lower School students, and ensure their well-being and success.
- Oversee the coordination of co-curricular and extracurricular activities.
- Oversee guidelines for proper student conduct and response in alignment with the school's mission, values, policies, and IB Learner Profile.
- Meet parents as needed regarding the specific needs of their children.

Faculty and Staff Leadership

- In collaboration with other administrators, observe, supervise, hire, retain, and evaluate the Lower School faculty.
- Design and maintain the Lower School professional development program in collaboration with the PYP coordinator, and establish programs to support new-teacher orientation and in-service teacher training.
- Lead the Lower School faculty in the articulation of the school's mission, goals, and assessment and curriculum practices.

External Affairs

- Support the Lower School admission process and participate in admissions events.
- Support and participate in the school's efforts to advance the mission of the school, including community and fundraising events.
- Oversee communication between the school and Lower School families.
- Function as the chief articulator of programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed.

General Operations

- Serve on committees and teams, including the Pedagogical Team, EBI Student Success Team, and CAIS/WASC Accreditation Team.
- Serves on Board Committees as assigned by the head of school.
- Maintain the division budget as directed by the Business Office and head of school.
- Perform other duties as assigned by the head of school.





Qualifications & Qualities

Professional Qualifications

- A bachelor's degree from an accredited college or university (graduate degree highly desirable)
- 2+ years of experience as an administrative leader
- 5+ years of experience as a classroom teacher
- Spanish language fluency
- Knowledge of and experience with best practices in Lower School curriculum, instruction, and assessment
- Understanding of the physical, social and emotional developmental stages of elementary school students
- Understanding and commitment to DEIB/social justice, including anti-bias and safe identity educational practices
- [Preferred] Knowledge of the IB PYP Programme

Personal Qualities

- Willingness to collaborate with diverse constituencies, work in a diverse team, and be a leader
- Flexibility, joyfulness, emotional intelligence, and empathy, given the uncertain times we are living through
- Ability to maintain composure, confidentiality, tact, sensitivity, and flexibility during peak stress periods and crisis situations
- A strategic and visionary mindset
- Advocacy for the needs of students, faculty, and staff
- Thoughtfulness, adeptness, and resourcefulness during times of difficult conversations and conflict resolution
- A collaborative leadership style and intentional commitment to life-long learning
- Courage to support and make difficult or unpopular decisions
- Excellent interpersonal, communication, listening, and organization skills
- A commitment and prioritization to form deep relationships with students, faculty, staff and families



How to Apply

12M Recruiting is acting on behalf of Escuela Bilingüe Internacional to identify exceptional academic leaders to fill this extraordinary opportunity. Please direct any inquiries to:

GABRIEL LUCAS

Principal, 12M Recruiting

jobs@12MRecruiting.com



Applications received by
March 17, 2024 will receive
priority review.

All applications must be submitted online:
www.12MRecruiting.com/jobs/EBI/LSDH24

AN APPLICATION REQUIRES SUBMITTING FOUR PDFS:

- Cover letter introducing yourself to the EBI search committee
- CV or resume
- A list of four references, at least one of which is a current or past supervisor (include each person's name, current organization, title, phone number, email, and past connection to you — though we will not contact any references without obtaining your permission first)
- A statement of educational philosophy

EBI is an equal-opportunity employer. Our community is diverse in many ways, inclusive of race/ethnicity, sexual orientation, gender spectrum, age, ability, and more. We welcome and value the same in our faculty and staff. We encourage all qualified candidates to apply.

