



INTERIM DIVISION HEAD (23 – 24)

Escuela Bilingüe Internacional

SUMMARY

Location | Emeryville, CA

Post Date | June 30, 2023

Priority Deadline | July 23, 2023

Start Date | Fall 2023

Areas of Responsibility | Grades 2 – 5

Reports To | Head of School

Salary Range | \$140,000 – \$155,000

Classification | Full-time, Exempt, Interim (2023 – 2024 school year)





SUMMARY

THE POSITION: WHAT YOU WILL DO & HOW WILL WE COLLABORATE

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 interim division head for the 2023 – 2024 school year is responsible for supervising the overall Lower School program and all activities involving Lower School students, families, faculty and staff. The interim division head leads, manages and administrates the program for the holistic development of learners as well as promotes parent and community involvement. The interim division head serves on the Senior Leadership Team and reports to the head of school. For the right candidate EBI would be willing to consider a permanent position.

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 the 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.





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.





ABOUT THE ACADEMIC PROGRAM

OVERVIEW

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 AND 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.

OUTCOMES AND 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

“EBI has created a learning experience based on the best practices in independent, international education. 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. The lower school division head will play a key role in leading a group of dedicated, motivated, and experienced faculty, and supporting students and families on this journey of bilingualism, educational excellence, diversity, and international mindedness.” – Jenny Cals, Director of Academics

We invite you to watch our interview with Jenny, in which she discusses EBI’s inclusive community and collaborative culture, and the priorities for and importance of the lower school division head role. <https://www.12MRecruiting.com/jobs/EBI/InterimDivisionHead/video>



INTERIM DIVISION HEAD

SPECIFIC DUTIES

Divisional Oversight and Student Success

- Oversee daily operations of the Lower School program, 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 Director of Academics, 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 AND QUALITIES

Professional Qualifications

- A bachelor’s degree from an accredited college or university (graduate degree highly desirable)
- Administrative leadership experience in a school
- K-8 classroom teaching experience
- 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 DEI/social justice, including anti-bias and safe identity educational practices
- [Preferred, but not required] Knowledge of the IB PYP Programme
- [Preferred, but not required] Spanish language proficiency

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 interim leadership opportunity. Please direct any inquiries to:

Gabriel Lucas
Principal, 12M Recruiting
jobs@12MRecruiting.com

APPLICATIONS RECEIVED BY JULY 23, 2023 WILL RECEIVE PRIORITY REVIEW.

All applications must be submitted online, via:

www.12MRecruiting.com/jobs/EBI/InterimDivisionHead

An application requires submitting four PDFs:

- Cover letter introducing yourself to the EBI search committee
- CV or résumé
- 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.

