



المدرسة العالمية الأميركية
UNIVERSAL AMERICAN SCHOOL

SCHOOL DIRECTOR

The Al-Futtaim Education Foundation seeks a new School Director from August 2020 to lead the highly reputed Universal American School into an exciting next stage of development.

Universal American School (UAS) was founded in 2005. Since then we have served our students every day, helping them become compassionate, confident learners who know who they are and what they stand for. As you learn more about UAS the term “community” will resonate with you again and again. We are a not-for-profit school in the heart of family-friendly Festival City.

There is a wonderful feeling about our school which comes from our mission:

“To Nurture a Community of Integrity and Academic Excellence”

Our mission drives us forward day after day as we open doors to give every student the ability to identify and achieve their own personal best in everything they do.

Starting in 2019-20, alongside our IB Diploma Programme, UAS introduced the Advanced Placement and US Common Core courses for students in Grades 10 and 12. This parallel track empowers our students to make more personalized choices within their educational program. Moreover, it serves as an opportunity for students to seek individualized routes to post-secondary education.

For our older students, we offer access to a unique experiential learning program (summer internships) through our links to the Al-Futtaim Group. This provides students with real life business experience in the automotive industry, financial services, real estate and retail sector, covering functions such as marketing, HR and legal.

More information about the Secondary School at UAS can be found on the Middle School and the High School Parent Student Handbooks on our website.

GOVERNANCE

UAS is governed by 7 board members including 1 parent representative, and the school is part of the Al Futtam Educational Foundation, which is overseen by a Managing Director. The governors are dedicated to ensuring that UAS is well run by the leadership team and that sustainable outcomes are delivered and maintained.

SCHOOL MISSION, VISION and VALUES

Mission

To nurture a community of integrity and academic excellence
Vision To be the leading American international school in the region

Values - Belonging - Curiosity - Resilience - Empathy



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Enrolment Current enrollment is 1067, (ES: 489; MS: 231; HS: 347) there are 71 nationalities in the school with the top three being American

Faculty In the 2019-20 school year, there are 98 full-time faculty members, representing 20 nationalities.

CORE JOB RESPONSIBILITIES:

Board-Director Relationships: keeps the Board informed on issues, needs and operation of the school; fosters a harmonious work relationship with the Board, and between the Board and teaching and administrative staff; ensures that the committees are communicating effectively and that their proceedings are documented.

Strategic Planning, Policy Formulation and Implementation: places a medium-term and long-term vision before the Board for joint consideration and action; ensures ongoing policy development is consistent with the vision; implements Board policies; interprets policies for staff and students as needed.

Management of staff: Directs a differentiated staffing design to attract maintain and motivate highly qualified teachers and admin staff towards the objective and mission of the school. To lead and manage the HR directives assigned from the Board with HR department. Conduct regular meetings with all school staff to assure transparent communication

Educational Leadership: ensures ongoing accreditation and recognition as a learning institution with the highest standards; directs an ongoing regular system of participatory curriculum improvement; supports teachers in providing the highest standards of teaching quality, both through in-service, supervision, and methods upgrades; ensures the best available teaching materials are in use; exemplifies the highest professional standards.

Personnel Relationships: develops and executes sound and fair personnel practices; develops team spirit and good staff morale and cohesiveness; delegates authority to the maximum degree feasible for effective school operations.

Staff Recruitment and Supervision: demonstrates good judgment in recruiting qualified staff and teachers for the school; assigns the best available personnel according to ability and competency; supervises staff and teachers appropriately; makes sound decisions on staff contract renewal regarding inadequately performing staff and teachers.

Director/Student Relations: demonstrates rapport with students at all levels; encourages high degree of school spirit and morale; ensures adherence to appropriate ethical standards; ensures timely and conscientious handling of student discipline.

Budget and Finance: works with the Finance Committee to prepare and present the annual budget; keeps Finance Committee informed on the needs of the program; and balances these against available resources; establishes and maintains efficient procedures, controls, and



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monthly reporting of expenses and incomes against projections; advises the Board on issues, problems, and options regarding the budget and finances of the school.

Plant and Property Management: provides suitable instructions and regulations to govern the use and care of school facilities and properties; recommends improvements, alterations and replacements, and changes in buildings and equipment; maintains adequate records and inventories of school property.

Community Relations: shows respect and support for the school and its operations; keeps the public informed on school activities and successes; ensures the potential and actual student “universe” is fully aware of and interested in the school.

Personal Qualities: exercises compassionate leadership; articulates persuasively and clearly in verbal and written forms; applies appropriate group processes and works well with individuals and groups; maintains high standards of personal ethics, responsibility, and clarity; uses time effectively; is well-organized.

CORE JOB REQUIREMENTS:

Education level:

Master’s degree in relevant field Minimum Experience and Knowledge:

At least five years of educational leadership experience, ideally in US curriculum and/or IB schools.

Job-specific skills and dispositions:

Visionary leadership qualities

Fantastic communicator

Good problem-solving skills and able to find creative solutions

Achieves results through building healthy professional relationships

Possesses high standards for educational excellence

Fair and consistent

Effective at operations management to support the school mission and vision

APPLICATION PROCEDURE:

Interested and qualified candidates should contact Carney Sandoe & Associates Senior Consultants David Chojnacki david.chojnacki@carneysandoe.com or Fred Wesson fred.wesson@carneysandoe.com

- An application letter, no longer than two pages, explaining your strengths as a candidate in relationship to the position's role and why you are interested in this particular position
- A CV describing relevant experience including clear indication of completed qualifications



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- A statement of educational leadership philosophy
- A list of three current references with phone numbers and email addresses

Kindly submit all required application materials at your earliest convenience and no later than 30th January 2020. Initial interview will be conducted over Skype.

Application Deadline

30th January 2020

Website

www.uasdubai.ae