The School
The American Creativity Academy (ACA) was founded in 1997 and its sister school the International Creativity Academy (ICA) was established in 2011. The school is privately owned and operated; the student body is composed mainly of Kuwaiti citizens whose mother tongue is Arabic. It offers an American college preparatory curriculum in English for Pre-K to Grade 12 and the IBDP in grades eleven and twelve. ACA has received dual accreditation status from the Council of International Schools (CIS) and the Middle States Association of Colleges and Schools Council on Elementary and Secondary Schools (MSA-CESS) since 2002 and has been authorized to offer the International Baccalaureate Diploma Programmed since 2008.

There are 4,001 students dispersed into three campuses. The campuses are minutes apart by car, located in suburbs of Kuwait City. The ACA Girls’ and Boys’ Campuses are in Hawalli and the ICA Campus is in Salmiya. The ACA Boys’ Campus encompasses students in KG (three, four, and five year olds in a co-ed environment) and boys from grades one to twelve (1843 students). The ACA Girls’ Campus encompasses female students from grades one to twelve (1325 students). The ICA Campus encompasses students from KG (three, four, and five year olds in a co-ed environment) and gender separated classes in grades one to five (833 students).

ACA/ICA is governed by a Board of Trustees (BOT). The BOT meets approximately four times per year. The Superintendent attends all BOT meetings, is responsible for the creation of the agenda, calls the meetings, and supervises the minutes are kept and dispersed to members.

School Mission Statement
The International Creativity Academy is a private proprietary school that delivers a standards-based American curriculum within an environment in which local traditions and values are respected and practiced. The school is dedicated to preparing students for university success and lifelong learning.

Core Beliefs
We Believe:
- Practicing traditions and values develops a character with honesty, integrity and responsible behavior.
- Education is a partnership among parents, students and teachers.
- Students learn and thrive in a healthy, safe and caring environment.
- In challenging students to think critically and creatively through varied, differentiated and engaging instruction.
- In developing the whole child – intellectually, spiritually, socially and physically.
- In preparing students to contribute constructively to a global society.
- Effective communication is essential for a cohesive school community and a positive school climate.
- In inspiring excellence.

**Parameters**
- ACA is a private for profit institution, subject to Kuwait law, and licensed by the Ministry of Education, department of Private Education
- Local traditions are respected and practiced
- ACA adheres to MSA/CIS accreditation standards
- ACA/ICA separates students by gender after KG 2
- The primary language of instruction is English
- The curriculum is aligned with American standards, modified to meet the needs of English Language Learners
- The school’s priority is the academic program of instruction from Pre-K through grade 12
- Any new or existing program must be consistent with the strategic plan, its benefits justifying costs, with provisions to include facilities, resources, staff, and professional development
- The Board of Trustees approves all policies affecting the school’s operation
- ACA/ICA strives to recruit, experienced, qualified and certified staff
- ACA/ICA will employ and retain staff who subscribe to ACA beliefs and parameters
- ACA/ICA prepares students for University entrance
- ACA/ICA is committed to equity

**Curriculum**
The school offers an US standards-based curriculum, which is comparable to a general academic college preparatory school curriculum in the US. Students in grades eleven and twelve have the option of participating in the IBDP. The school’s testing program includes the Measures of Academic Performance (MAP) in grades three to eight; the Pre-Scholastic Aptitude Test (PSAT) and the Scholastic Aptitude Test (SAT I & II). English is the language of instruction; Arabic and Islam are compulsory for Muslim Arab students. Teachers use Rubicon Atlas as a curriculum mapping software.

**Activities**
Team sports (including volleyball, basketball and soccer) are offered for both girls and boys on a junior varsity and varsity level. The American Creativity Academy is a member of the Kuwait Schools Activities Association (KSAA). Students in high school and middle school are offered opportunities to interact with students of international schools in a variety of interscholastic athletic and academic activities.

Non-athletic activities include opportunities to participate in student government, academic games, and Model United Nations. The core curriculum is supplemented by special activities made available each year and generated by faculty and student interest. Examples of clubs/activities offered include swimming, table tennis, photography, cartoon drawing, chess, cooking, etc.

**Administrative Structure**
The Superintendent is currently assisted by an Assistant Superintendent, Curriculum Coordinator, IT Manager, and fifteen administrators (principals & assistant principals) who form the Administrative Council. The role of the Administrative Council is to advise the Superintendent on academic and operational issues.
Staff
The teaching staff consists of 427 teachers, including 196 teachers recruited from abroad. The overseas teachers are mainly certified / credentialed from the US and Canada. All teachers must be approved by the Ministry of Education in Kuwait.

The Position
The Superintendent is the Chief Executive Officer of the Academy, and is responsible to the Board of Trustees for the day-to-day operation of the school within the guidelines laid down by the Board.

The duties and responsibilities of the Superintendent include, but are not limited to, the following:
- promotes the cultural values of the school
- recruits, develops, oversees the supervision of, and when required, releases staff
- advises the Board of Trustees on all policy matters required to achieve the goals of the Academy
- develops annual goals and long-term strategic plans
- maintains sound fiscal policies
- reports regularly on the implementation of the annual budget
- ensures the development of school-wide curriculum
- advises the Board of Trustees on the educational programs of the Academy
- ensures the delivery of educational programs which meet the needs of the students
- ensures the health and safety of all students and staff
- ensures good communications among all sections of the school and the community
- assists in the development of a new school facility

Professional Qualifications

Personal qualities:
- Strong conceptual, analytical, organizational, and management skills as well as demonstrated leadership ability
- Ability to work with diverse groups and individuals
- Ability to lead, inspire and motivate employees
- Ability to communicate clearly and effectively with all stakeholders

Required qualifications and experience:
- Master’s degree in education or related field; Doctorate preferred
- Certification in educational leadership/administration
- Successful experience as a Superintendent, Assistant Superintendent or an equivalent senior leader position for a period of at least 4 years, preferably serving at two or more schools
- Successful experience in the selection, supervision and evaluation of school-based administrators, for the effective and efficient operation of all kindergarten, elementary, middle, and high schools
- Successful experience in the determination of the types of academic programs needed by schools and in making appropriate recommendations to assure success for all students
- Comprehensive knowledge of school laws and policies as they relate to the delivery of instructional services
- Strong leadership in pedagogical approaches
- Successful experience in leading organizations to continuous improvement
Preferred qualifications:
- Familiar with accreditation and authorization processes; such as CIS/MSA accreditation and IB authorization
- Experience in the implementation of new school facilities
- Experience in technology based educational solutions.

Terms and Conditions
An initial two-year contract is envisaged, renewable by mutual consent. The salary, benefits and terms of contract will be commensurate with the qualifications and experience of the successful candidate and will include a salary, pension contribution, medical, accident and disability insurance, allowances for housing and a car, and annual home leave.

Procedure for Filing Application
The Board of Trustees has appointed a Search Committee in the search for a new Superintendent. The Search Committee has retained Dr. Paul DeMinico, Vice President of Administrative Searches with International Schools Services (ISS), to serve as lead consultant for the search. He will be assisted by the ISS staff. Candidates are asked to submit their letter of interest as early as possible as ISS and the Search Committee reserve the right to close the selection process at any time if the right candidate is found.

All candidates who wish to apply for the position must establish a professional file with ISS to facilitate the application process and ensure that credentials are provided in a uniform and consistent manner. Since the Search Committee has requested ISS to assist with this search, applicants for this specific position do not need to pay a fee to originate or reactivate their professional file. Merely proceed to the website and use the coupon named ACA2015 when prompted for payment.

Candidates who have yet to establish professional files with ISS or who must activate their professional files may find complete application details online: educatorcareers.iss.edu/administrative-careers. Candidates who currently have active professional files with ISS and the Search Committee reserve the right to contact the writers of open references for confidential statements.

The deadline for applications is March 25, 2015. Long-listed candidates will be identified by ISS and their dossiers forwarded to the Search Committee. Semi-finalist candidates will be identified by the Search Committee. Finalist candidates with their spouses, if applicable, will be interviewed in Kuwait City by the Search Committee and will have the opportunity to meet with faculty, parents, students, and non-teaching staff. The new Superintendent will be selected by the Board of Directors immediately after the final interviews have been concluded.

Additional information about the American Creativity Academy and International Creativity Academy can be obtained on the school’s websites at www.aca.edu.kw and www.ica.edu.kw.

Application materials should be sent electronically to:
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Vice President for Administrative Searches
International Schools Services
PO Box 5910
Princeton, NJ 08543-5910 USA
Tel: 603.520.2783
Email: pdeminico@iss.edu
Web: www.iss.edu