



Bend International School Director

About the School: Bend International School (BIS) is a K-8 public charter school that serves 220 students in Bend, OR and is sponsored by the local Bend-La Pine School District. BIS is a highly coveted choice learning option within the school District, with waitlists for every grade. BIS' unique program embodies research based practices including: student-centered learning, community service based learning, project-based learning, and a world language program in Spanish. The school uses Integrated International Units of Study to deliver an engaging curriculum that promotes academic and social progress for every student, while building global citizens. While BIS is a relatively new school, founded by current Director Meera Dayal Rupp in 2015, it has become one of Bend's top school choices.

Bend International School has a very low turnover rate - with the majority of staff who have helped to develop the program, over the past 9 years. Our committed educators and staff make BIS' unique and high-quality program come alive. BIS is proud to have a full-time counselor and health and wellness teacher to support all students' social and emotional health. BIS has its very own school garden, greenhouse, and Global Lunch Coordinator. International foods are served for each day of the week highlighting diversity and nutrition!

About Bend, Oregon:

Nestled in the heart of the picturesque high desert, Bend, Oregon offers an unparalleled blend of natural beauty, outdoor adventure, and a vibrant community spirit. Surrounded by the awe-inspiring Cascade Range and bordered by the meandering Deschutes River, Bend provides a stunning backdrop for both work and play.

As a thriving city renowned for its friendly atmosphere, recreational opportunities, and diverse cultural scene, Bend attracts professionals seeking a balanced lifestyle. With an abundance of outdoor activities including hiking, skiing, and mountain biking, alongside a burgeoning culinary scene and a commitment to sustainability, Bend provides a unique and dynamic setting for individuals looking to advance their careers while enjoying a high quality of life.

Bend International School Director Job Description Summary:

Overarching Requirements: Applicants must...

- Embrace the BIS Core Values
- Champion of equity and hold the belief in the potential of every student.
- Understand and be committed to the BIS Mission
- Have a strong understanding of international education and global competence
- Be bilingual in Spanish(preferred)

Job Responsibilities:

- Implements policies and directives of the Board of Directors (BOD)
- Provides educational leadership, setting a clear vision for academic excellence.
- Foster a positive and inclusive school culture among students, staff, and parents.
- Support teacher's professional growth through mentorship and professional development opportunities
- Implement data-driven strategies to enhance academic achievement and student outcomes.
- Manage day-to-day school operations, including scheduling, budgeting, and resource allocation.
- Ensure compliance with educational policies, regulations, and legal requirements.
- Create a safe and engaging learning environment, promoting student well-being and success.
- Implement student support services and behavior management systems to meet students' diverse needs.
- Facilitate student engagement through extracurricular activities, clubs, and events.
- Collaborate with community organizations and local agencies to enhance resources and educational opportunities for students.
- Schedules BOD meetings and works with Board chairs to coordinate meetings.
- Oversees fundraising and development efforts, reporting and administration of private and government grants.
- Implements marketing and outreach activities to raise the profile of BIS in the community.
- Assures the preparation and monitoring of annual operating budget and accounting procedures.
- Oversees volunteer management and collaborates with the BIS Amigos
- Supervises, trains and evaluates BIS personnel.
- Coordinates and directs the BIS Academic Program. Works closely with teachers to plan and implement the BIS Program to reach goals.

Job Requirements/Qualifications:

- OR Administrative License (or ability to obtain/transfer)
- Record of increasingly responsible positions in education
- Successful teaching and administrative experience working in elementary education.
- Successful teaching and administrative experience working in Middle School education.
- Clear understanding of IDEA, TAG, MTSS(CARE), and ELD programs
- Understanding best practices in early literacy and mathematics
- Understanding of CCSS and Standardized assessments, and ability to use data to lead school improvement efforts.
- Effective management of school operations that support teaching and learning.
- Experiences with systems around diversity, equity, inclusion, and trauma-informed practices

- Strong communication skills, with a focus on being an exceptional listener, highly visible and approachable to help establish positive, collaborative working relationships with and among students, staff, parents/guardians.
- Understands and has experience in non-exclusionary practices for student discipline that may include: Collaborative Problem Solving, Creative Conflict Resolution, Non Violent Communication, and Restorative Peace Circles
- Experience with building collaborative teams and creating a positive and professional working environment for all.
- Experience in current employment practices, goal setting, and evaluation and support of staff

Preferred Qualifications:

- Bilingual in Spanish
- Diverse background
- OR Teaching License
- Elementary and Middle School licensure and experience
- Knowledge and experience working with Charter Schools

Compensation: Competitive Administrative Salary (Administrative Bend La-Pine Salary Schedule/\$100,000+/- DOE) PERS, full benefits including health, dental, vision, paid vacation/days off. One of the biggest benefits is working with such a fabulous team of educators!!

Application Timeline:

Initial Posting of position	Open Until Filled
Training with current Director	End of June
July	Summer Vacation
Position starts 2024-25 SY	August

Application Procedure:

Please send:

- Cover letter
- Resume
- 2 letters of recommendation
- 2 professional references – phone numbers of supervisors in previous positions
- Copy of teaching/administrative licenses

Application materials may be addressed to: Bend International Board of Directors

Application materials may be sent:

- via email to: meera@bendinternationalschool.org

- via postal mail to Bend International School Board of Directors
Attn: Meera D. Rupp
63020 OB Riley Road
Bend, OR 97703

Please contact the school via phone if you have any questions or need any accommodations to the application procedure. 541-797-7038. You may also email: meera@bendinternationalschool.org

Bend International School is an equal opportunity employer.

Bend International School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws

**** NOTE:** Our goal is to find the best candidate possible for the position. We understand that not all candidates will have similar backgrounds so we encourage you to apply, even if you don't believe you meet every one of our qualifications described! ******