

# Interim Head of School

2022-2023



French Immersion  
School of Washington



## The Position

The French Immersion School of Washington (FISW) and the Board of Directors seek an Interim Head of School (Head). As the chief executive officer of the school, the Head is charged with the overall responsibility for the school. The Head will execute the stated mission and vision of the school, manage faculty and staff (with the assistance of the Senior Administrative Team) and ensure the financial health of the institution. The Head must have solid knowledge of the management functions of an independent international school: admissions, finance, curricula, governance, marketing and development, in addition to pedagogical leadership.

The Head must continue and build upon FISW's strong child-centric philosophy. The next Head will be passionate about educating young children, will value faculty and staff, and will command respect as an inspiring, effective and visionary leader.

This position will be for the 2022-23 School Year with consideration for the 2023-24 School Year. It is desired, but not required, for the Interim Head to be fluent in French.

The Head will work in partnership with the Board of Directors to execute and build upon the school's mission and strategic future. The Head must articulate, embody, and represent the mission of the school to all constituencies, including students, faculty and staff, parents, alumni, and the broader community. The next Head will be a leader with a visibly engaged presence and approachable personality who is able to connect with all members of the community.

## [Strategic Plan](#) ›

# The School

FISW has record enrollment with over 200 students. For the past several years, the School has experienced remarkable growth in admissions, philanthropy, and retention of students and teachers. Founded in 1999 with the philosophy that children who develop their intellect and character in a bilingual, bi-cultural environment learn respect and appreciation for cultural differences and are better prepared for their future in a multicultural workforce and global environment. FISW is fully accredited by the French Ministry of Education, the Northwest Association of Independent Schools (NWAIS), and by Washington State. FISW offers classes for preschool, early elementary, and upper elementary, as well as a summer school program with all programs immersed in French education and language. FISW also offers a middle school enrichment program in French and History & Geography.

FISW provides a child-first emphasis which aspires to have youth gain the opportunity to reach their own individual potential utilizing a child-focused, high-quality combination of both the French and American curricula. FISW faculty and staff work to create a unique, cross cultural community of family and faculty where students receive exposure to a large variety of life experiences while learning tools and strategies for education and everyday life. A primary objective of the school is for students who complete an FISW education have the ability to succeed at any Washington State public or independent school or continue on with their education in any French accredited higher education school.

FISW has a strong base of support, including an involved, passionate, and critical thinking Board of Directors, engaged parents, an active Parent Teacher Association, and a community of staff, faculty, students, and parents who strongly support the school, both financially and through volunteering. FISW has broad participation by its enrolled families in the Gala, family events, PTA, and annual giving campaign.



## Notable accomplishments from the past four years:

- Transformed the school into optimal spaces for learning
- Hired amazing teachers and staff
- Reached record enrollment: 204 students in school year 2021-2022
- Led us through the COVID-19 pandemic
- Hired pedagogical coordinators who are doing an outstanding job continually adapting curricula to directly benefit student learning
- Started middle school enrichment classes in French and History & Geography
- Joined La Mission laïque française (MLf)
- Strengthened our diversity, equity and inclusion program
- Developed a culture of philanthropy

## Our Mission

FISW provides an excellent bilingual education in a welcoming environment that encourages critical thinking and curiosity.

## Our Philosophy

We believe that children who develop their intellect and character in a bilingual, bi-cultural environment learn respect and appreciation for cultural differences and are better prepared for their future in a multicultural workforce and global environment.

The ability to understand concepts, ask questions, problem-solve, write, play, and make friends in two languages is an advantage that will last a lifetime.

FISW's curriculum, taught by outstanding, certified teachers in a traditional and structured environment, combines the greatest strengths of both the French National Education and Washington State curricula.

## Our Diversity and Inclusion Statement

At FISW, we empower our students, faculty, staff, and community to understand, value, and embrace differences. Our community celebrates diversity in all its forms. This includes race, ethnicity, culture, language, religion, belief, gender identity, sexual orientation, socio-economic background, ability, and learning style. We are committed to learning together as we continue to grow our understanding of diversity and to create a space of belonging. We are educating and guiding the inclusive adults of tomorrow to become the global citizens who will shape the future.



## Opportunities and Challenges

The School is financially stable, has high enrollment, talented faculty and staff and is poised for a grand future.

- Playing a leading role in a school with a strong sense of community
- Working in a truly diverse, internationally minded school that offers a unique opportunity for its students to become bilingual
- Being a learning leader who understands preschool to elementary curricula and faculty support and development
- Building on the current strengths of the school to enhance its reputation and role in the Greater Seattle educational arena

FISW faces challenges that will need to be addressed by the Head of School, working in close collaboration with the Board and the faculty.

- As a small school that relies upon tuition revenues, a healthy re-enrollment / enrollment is essential, and the Head, along with the Director of Advancement, will strive for high, mission appropriate enrollment.
- With increased enrollment, physical distancing requirements, and a strategic plan for growth, FISW is poised to outgrow our current facility. The Head, along with the Board and its Facilities Committee will develop and implement a comprehensive facilities master plan.
- In order to implement the strategic and facilities plan, a capital campaign in the next two years may be required.

# Desired Qualities of the Next Head of School

The successful candidate will demonstrate a strong capacity to place student needs first, ensuring FISW is a welcoming environment for all students and families. The Head should be a capable leader with strong organizational skills who also understands school finances, budgeting and experience leading a capital campaign. While not required, it is preferred that the next Head has experience leading a French or international school. The next Head should embrace all aspects of diversity present at FISW.

## Desired attributes include, but are not limited to:

- An educator with experience leading an independent school
- A fiscally-minded leader with experience in finance / budgets / capital campaigns for an independent school
- A leader with a visibly engaged presence and approachable personality who can connect with all members of the community
- A charismatic, inspirational motivator who will recognize the faculty and staff's strengths and support their ongoing professional development
- A decision-maker, but also a good listener who will consult with others and ensure their opinions are heard and valued
- An open-minded, innovative strategic thinker who is proactive in their leadership approach
- A strong leader capable of articulating a vision
- A bilingual French-English leader is strongly preferred

## Duties: Working with the Board

- Keeps the board informed of all matters relating to the school through reports at board meetings and immediate communication following major school events or happenings
- Provides data to assist the board in its work
- Makes recommendations to the board for approval of the operating and capital budgets, including all categories of income and expenditures
- Seeks direction from the board on new initiatives
- Works with the Board's strategic planning process

## Curriculum and Instruction

- Upholds the academic and ethical standards of the school
- Hires, supervises, evaluates, and dismisses all administrators, faculty, and staff members
- Fosters professionalism, collegiality, and ethical conduct in the faculty
- Provides for the professional development of the faculty
- Stimulates and participates in the dialogue about teaching and learning at the school

## Business, Human Resources, Finance and Plant Operations

- Implements health & safety protocols for our community, especially students, faculty, staff
- Understands and supervises the business functions of the school, including budgeting; monitoring and reporting income, expenses, investments, and cash flow; maintenance of appropriate records; and assisting the school's auditor
- Oversees all employment and human relations matters, such as contracts, salaries, benefits, job assignments, job orientation, performance evaluation, retentions and dismissals, personnel records, employee handbooks, etc.
- Plans and executes all major capital purchases, repairs, and building projects
- Guides Admissions, Marketing and Financial Aid / Bourses scolaires



## To Apply

Interested and qualified candidates should submit their application as a single email with four attached documents (preferably PDFs) to [headsearch@fisw.org](mailto:headsearch@fisw.org)

- A cover letter expressing their interest in this particular position
- A current resume (CV)
- A one-page statement of educational philosophy and practice
- A list of five professional references including names, phone numbers, and email addresses

Salary and compensation package are competitive and will be commensurate with the qualifications and experience of the Interim Head. FISW is an equal opportunity employer.

**Deadline:** Open until filled



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