HIGH SCHOOL DIVISION DIRECTOR

CALL FOR APPLICATIONS - 2027-2028 SCHOOL YEAR

THE SCHOOL

Riverstone International School is Boise's independent, Preschool–Grade 12 IB World School, offering the full continuum of the Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP). Our small-by-design school serves day and residential students, combining ambitious academics with strong relationships between students, teachers, and families.

Our Five Pillars - Academic Excellence, Community and Service, Leadership by Example, International Understanding, and Outdoor Education - are central to the student experience. High School students pursue the MYP in Grades 9 -10 and the DP in Grades 11–12, supported by personalized college counseling, distinct graduation pathways, outdoor expeditions, international exchange, and opportunities for leadership, service, and independent inquiry.

THE OPPORTUNITY

Riverstone invites applications for the position of High School Division Director, beginning with the 2027-2028 school year. This is a year-round, full-time leadership position reporting to the Head of School and serving on the Senior Leadership Team.

The next Director will inherit a strong academic program, a dedicated faculty, and students who are prepared to take on challenging work. There is also meaningful work ahead: sharpening instructional practice, strengthening the connection between the MYP and DP, expanding student pathways and signature experiences, and ensuring that every student receives both appropriate academic challenges and the support needed to succeed.

This is a hands-on position. We want a leader who knows students by name, spends time in classrooms, works closely with teachers, communicates plainly with parents, and is present at the events and experiences that define a Riverstone education. The Director must be equally comfortable discussing curriculum, supporting a struggling student, resolving a difficult parent concern, and making decisions that are fair, timely, and consistent.

LEADERSHIP AGENDA

The High School Division Director will lead the division across the following priorities:

Advance Academic Excellence and the IB Experience

Serve as the High School's instructional leader. Work closely with MYP and DP Coordinators and faculty to strengthen curriculum alignment, teaching, assessment, and reporting. Use learning maps, student achievement data, and thoughtful classroom observation to improve practice. Maintain high expectations while ensuring that the Riverstone Diploma, IB Diploma, and Advanced IB Diploma pathways are clear, rigorous, and responsive to students' goals.

Recruit, Develop, and Support Excellent Faculty

Lead faculty hiring, onboarding, supervision, evaluation, and professional growth. Build a culture where teachers collaborate, receive useful feedback, and take responsibility for the quality of their programs. Set clear expectations, recognize strong work, address problems promptly, and protect the collegial environment that makes Riverstone an appealing place to teach.

Know Students and Lead a Strong High School Culture

Be visible and accessible to students and families. Work with counselors, learning support specialists, teachers, and parents to respond to academic, social, and emotional needs. Establish consistent standards of behavior and a positive, inclusive culture in which students are known, challenged, and held accountable. Resolve conflict with sound judgment, empathy, and clarity.

Strengthen Pathways, College Preparation, and Signature Programs

Work with the college counselor and faculty to connect academic planning, extracurricular participation, student interests, and university preparation. Expand meaningful opportunities through academic concentrations, internships, leadership, service, athletics, and the arts. Champion Outdoor Education and the Otter Exchange as central parts of the High School experience, not activities apart from it.

Build a Cohesive Grade 6-12 Experience and a High School Families Choose

Collaborate with the Middle School Director, MYP and DP Coordinators, and enrollment team to create a purposeful transition into Grade 9 and a coherent progression toward graduation. Communicate the strengths and outcomes of Riverstone's High School with confidence. Build trust with current families, support student retention, and take an active role in admissions, interviews, and the recruitment of new students.

Run the Division with Consistency and Good Judgment

Oversee the daily academic and student life program, the High School calendar, faculty meetings, budgets, records, attendance, and compliance obligations. Coordinate with athletics, outdoor education, student support, and school operations. Plan major events, including Meet the Seniors and Graduation. Keep the Head of School well informed, contribute actively to schoolwide strategy, and support development efforts when appropriate.

QUALIFICATIONS & EXPERIENCE

We are looking for candidates who bring:

- A bachelor's degree; a master's degree in education, educational leadership, or school administration is preferred.
- Experience teaching middle or high school students and a successful record of school leadership; prior service as a High School Director or Principal is preferred.
- Strong knowledge of secondary curriculum, assessment, and the developmental needs of adolescents; direct MYP and/or DP experience is highly valued.
- Demonstrated skill in instructional leadership, faculty supervision, hiring, coaching, and

professional development.

- A track record of working productively with parents, resolving conflict, and supporting students with a wide range of academic and personal needs.
- Clear written and verbal communication, strong organizational skills, comfort with educational technology, and the ability to manage budgets and complex school operations.
- A genuine commitment to international-mindedness, outdoor and experiential education, and the mission of an independent school.

PERSONAL QUALITIES

The right leader for Riverstone is:

- Present and engaged - someone who leads from classrooms, hallways, performances, games, and student events, not only from an office.
- Academically ambitious - serious about strong teaching, student learning, meaningful feedback, and excellent outcomes.
- Collaborative but decisive - ready to listen carefully, make a judgment, and follow through.
- Steady and fair - able to address difficult student, faculty, and parent matters without avoiding them or escalating them unnecessarily.
- An advocate for teachers and students - able to hold high standards while recognizing the people and relationships behind the work.
- Committed to Riverstone and Boise - interested in building a strong High School over time and investing personally in the wider school community.

LIFE IN BOISE, IDAHO

Boise combines the advantages of a welcoming, growing city with direct access to the outdoors. Skiing, whitewater, trails, cycling, and the Boise Foothills are part of everyday life, while the city offers a lively arts and cultural scene, restaurants, and a strong sense of community. For a school that places outdoor education and international understanding at the center of its identity, Boise is an excellent place to live and lead.

APPLICATION PROCESS

Interested candidates are asked to submit:

- A letter of interest explaining your leadership experience and what you would hope to contribute to Riverstone's High School.
- A current curriculum vitae or résumé.
- A brief statement of your educational and instructional leadership philosophy (1–2 pages).
- Names and contact information for three professional references. References will not be contacted without prior notice to the candidate.

Please submit application materials to chaener@riverstoneschool.org with "High School Division

Director" in the subject line. Additional school information is available at www.riverstoneschool.org.

Riverstone International School is committed to safeguarding and promoting the welfare of children and young people. Employment is subject to required background screening and reference checks. Riverstone International School is an equal opportunity employer.

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