



Colegio Americano de Torreón

-JULY 2024-

Early Childhood Principal

About the School

- The Colegio Americano de Torreón (CAT) is an accredited, private, non-profit, independent day school located in Torreón, México which offers both a Mexican and U.S. High School Diploma.
- The educational program includes a college preparatory curriculum taught mainly in English (some classes are in Spanish). The school was established in 1954 and is governed by an seventeen-member Board of Directors.

Mission Statement

- Colegio Americano de Torreón is a bilingual, bicultural nursery to 12th grade institution based on the best teaching practices. Through a rigorous college preparatory curriculum, we are dedicated to preparing our students to be socially committed leaders and responsible citizens who are successful in a global environment.
- Core classes are taught in English. Graduates earn a U.S. high school diploma as well as a Mexican “Bachillerato” certificate.





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Guiding Principles

- **Guiding Principle #1:** CAT is a nonprofit international school and community that prepares our students to have a global mindset.
- **Guiding Principle #2:** With a progressive and holistic approach to learning, we empower our students to be resilient and seize opportunities in an ever-changing world.
- **Guiding Principle #3:** Through an empathetic and caring environment our students become passionate agents of change.



Campus & Facilities

- CAT is known for its beautiful 26-acre campus located in a new, up & coming, safe residential neighborhood of Torreón. The campus has multiple green areas, soccer fields, 8-lane swimming pool, and several covered outdoor athletic courts. Additional athletic facilities include 3 gymnasiums, 2 covered tennis courts, a 6-lane 400m track, a softball field, a Taekwondo room, and covered volleyball and basketball courts. New additions to the campus include new state-of-the-art Center for Visual and Performing Arts and Early Childhood buildings .



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Student Body

- CAT serves a predominantly host-country national population with most students holding Mexican citizenship and a small percentage of students from other nationalities. The current student population is 1,240 with 210 students in early childhood (pre-nursery-kindergarten).



Faculty and Community

- The CAT Senior Leadership Team consists of 8 members. All section principals are assisted by Vice Principals. The school has a teaching faculty of 138. 41 of these are expatriates hired abroad and 97 are locally hired.
- Torreón is a relatively small city with a population of approximately 720,000 as of 2020. The Torreón metropolitan area has about 1.4 million. Early residents were immigrants from Spain, Germany, France, China and the US. It is a welcoming city and people are very friendly. The city is at an elevation of 3,670 ft and has a dry desert climate with warm daytime temperatures and cool nights. Nearly any point in the city can be reached by car in ~20-25 minutes.



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The Position

The Early Childhood Principal reports to the General Director and is responsible for guiding the operation of the Early Childhood (ECH) division. General duties and responsibilities of the Elementary Principal include the following:

- Promotes ECH programs including Play Based Learning
- Assists the Director in the selection, recruitment, and hiring of staff for the ECH Division.
- Establishes the agenda and facilitates regularly scheduled ECH faculty meetings, encouraging open communication of information and concerns.
- Develops, supervises and assesses the ECH curriculum in accordance with the School's vision
- Evaluates and supervises teaching and learning
- Facilitates professional development opportunities for staff in collaboration with the leadership team.
- Collaborates with stakeholders to establish goals, develop a plan, and to set priorities for the ECH division consistent with the vision of the School.
- Demonstrates proficiency in analyzing data from appropriate assessments and educational research to improve curriculum, instruction, and student performance.
- Plans and administers budgeting and purchasing according to all relevant internal requirements.
- Establishes and enforces standards for appropriate student behavior according to School policy and regulation.
- Works within professional and ethical guidelines to improve student learning and to accomplish school goals.
- Shares effective teaching strategies and uses coaching skills to encourage professional growth.
- Establishes and maintains a professional network with other school leaders.



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Required Qualifications

- Graduate Degree in Educational Leadership
- Administrative Certification

Preferred Qualifications

- Administrative experience in an international school
- Knowledge and experience in strategic planning and accreditation
- Experience in curriculum development
- Knowledge/experience with ESL programs.
- Familiar with Early Childhood development
- Experience working with Play based learning
- Experience with analyzing data to promote improvement



Desired Dispositions

- Strong leadership skills, a confident leader with the ability to inspire others.
- Collaborative leadership style, a consensus builder.
- Demonstrates a willingness to challenge the status quo
- Personal integrity with professional ethics.
- Conversant in Spanish with an appreciation of Mexican culture.
- Culturally sensitive with good listening skills.
- Approachable, accessible, friendly, visible
- Lead with compassion and empathy
- Active listener
- Commitment to excellence
- Sense of humor with a high energy level
- Proactive and resourceful
- Demonstrates a growth mindset



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Salary & Benefits

The salary and benefits are competitive and will be commensurate with the candidate's qualifications and experience.

TO APPLY:

- Colegio Americano de Torreón (CAT) will conduct a search for the next ECH principal. The deadline for applications is January 15th, 2024. The applications will be reviewed by an internal committee and selected candidates will be contacted for the initial interview phase.
- Two finalists will be identified and the candidate(s) will be invited to Torreon for final interviews. Candidates should note, however, that in the event an outstanding applicant is identified early in the search process, CAT reserves the right to make an appointment before the published deadline. For this reason, it is important that interested candidates apply as soon as possible.

For more information, please visit the CAT website at - <http://www.cat.mx>

- Applications will be accepted in digital form only, as a single pdf file. The pdf file should be 5 MB or less in size. The following items are required:
 - Cover letter, two pages or less
 - Resume, generally not more than two pages
 - Names and positions of at least three current or recent supervisory referees, with accurate email addresses and contact information
 - Up to three (3) open letters of reference can also be submitted if available as part of the single, pdf.

Email the requested materials as a single pdf attachment of 5 MB or less to:

Ana Carla Tumoine
General Director- Colegio Americano de Torreón

ana.tumoine@cat.mx