



## WHO WE ARE

Founded in Mexico City in 1888, The American School Foundation is the oldest continuously operating accredited American School outside the U.S.

ASF is a non-profit organization that delivers a high-quality American college preparatory education to international and Mexican students.



Ciudad de México, México

## HEAD OF SCHOOL SEARCH

July 2023

# Mission, Vision and Core Values

## Mission

The American School Foundation, A.C. is an inclusive and diverse community, offering an international, academically rigorous, university-preparatory curriculum based upon the best of American independent education. In all aspects of life, we strive to be at our best: we love learning, live purposefully, and are empathetic, responsible, contributing citizens in an increasingly interconnected world.

## Vision

The American School Foundation, A.C. is the preeminent English-speaking college preparatory school that prepares its diverse student body by design to be the leaders of tomorrow.

Rooted in over 130 years of experience, ASF exemplifies:

- Teaching and learning at ASF will provide a coherent, agile, differentiated and assessed curriculum that guides students to construct, transfer and apply knowledge and skills with student opportunity to co-create their learning as an educated, articulate citizen in a changing world.
- Develop responsive structures, systems and incentives that mutually reinforce the capacity to ensure ASF attracts, retains, and continually develops and supports exceptional international school talent.
- At ASF, our Core Values drive expectations and foster the development of character and the courage to act in creating an inclusive, emotionally and socially safe community.
- ASF students, through their own agency and with an engaged and supportive community, develop programs and opportunities to create a more just, peaceful, and ecologically sound world.
- At all levels, and in all areas, ASF culture will be agile, adaptive, and transformative to respond effectively and efficiently to flourish in an interconnected world.

## Core Values

JUSTICE	UNDERSTANDING	TRUTH
<ul style="list-style-type: none"><li>▪ We do the right thing.</li><li>▪ We act with compassion, courage and integrity.</li><li>▪ We hold ourselves to a higher standard.</li></ul>	<ul style="list-style-type: none"><li>▪ We foster excellence in ourselves.</li><li>▪ We empathize with others.</li><li>▪ We learn to adapt and thrive in an evolving world.</li></ul>	<ul style="list-style-type: none"><li>▪ We are honest with ourselves and to others.</li><li>▪ We acknowledge that everyone has intrinsic value and is worthy of dignity, understanding, and respect</li><li>▪ We search for knowledge and facts, clarity, and truth.</li></ul>





## About The American School Foundation

Located in Mexico City, ASF is the oldest continuously operating accredited American School outside of the United States. A PPK-12 IB World School, ASF offers a high quality bilingual education that meets requirements for entrance into world class American, International, and Mexican universities. With enrollment just over 2500, it houses Early Childhood, Lower School, Middle School and Upper School divisions.



From its beginnings as a kindergarten with a student body of nine and a faculty of one, The American School Foundation has evolved into today's thriving educational institution of some 2,500 students and 220 full-time teachers. For over 130 years, many thousands of young lives have been enriched by an ASF education. The school is proud of its vibrant history and traditions as one of the cornerstones of American and Mexican values in the country. Many of its alumni are leaders in all fields: civic, diplomatic, entrepreneurial, scientific, artistic, and intellectual. From its beginnings, ASF has had strong ties to the American ex-pat community, attracting and retaining long term board members and families. Its strong financial structures have withstood wars, revolutions, pandemics, and the school has been able to provide continuous education to its students throughout major crises. Today it stands as one of the pre-eminent schools in Mexico City offering an American and an International curriculum.



Located in the Tacubaya neighborhood of Mexico City, ASF facilities are built to fit the needs of every age group. Arts and athletic facilities are state of the art and provide students with opportunities to practice a variety of sports and explore artistic talents. ASF is divided into four sections, Early Childhood (PPK-K), Lower School (1-5), Middle School (6-8), and Upper School (9-12), each with its own facilities.



## Programs

### Early Childhood Center (K1, K2, K3)

The Early Childhood Center is an English-immersion program which follows the IB Primary Years Programme. Meaningful, integrated and in-depth lessons and engagement in math and literacy lay a strong foundation for future learning. Children participate in music, art, physical education and hands-on science classes. A kitchen program rounds out the curriculum.



### Lower School (1 - 5)

The Lower School curriculum framework is the Primary Years Programme (PYP), which begins in K3. The PYP offers an inquiry-based approach to teaching and learning. The aim of the program is to develop



students into contributing world citizens according to the IB Learner Profile, instilling in students the desire to be inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective. The mission of the program is to teach students to relate the experience of the classroom to the realities of outside world, making them lifelong learners and informed citizens in an international environment. Students in grades 1-5 have two periods of instruction in Spanish that include Spanish Language Arts and the Mexican Social Studies program and support transdisciplinary learning. ASF offers several programs to support students' development of both the English and Spanish languages in the Language Learning Center located on the third floor of the Lower School Building. The Language Learning Center (LLC), includes systematic and explicit instruction for English as a Second Language (ESL) and Spanish as a Second Language (SSL). Students are assessed using criteria from such assessments as the IPT for Oral Language in English and Spanish, DIBELS (Dynamic Indicators of Basic Early Literacy Skills), NWEA results and Diagnostic Reading Assessments. Based on the multiple forms of assessment a decision will be made by the LLC teachers, Academic Dean and Leadership team regarding entrance into the LLC. Another program designed to teach basic English structures for international students is Basic Academic Skills in English (BASE), offered to qualifying Lower School students at an additional cost. Children in this program have English instruction throughout the day, both in the regular classroom setting and one-on-one instruction or in small groups with the BASE teacher in the Language Learning Center (LLC).

## Middle School (6 - 8)

Middle School ensures that students receive an individualized and well-rounded education through academic and social-emotional development. A standards-based curriculum is designed to support the variety of ways in which individuals learn. Our curriculum framework allows for conceptual and inquiry-based teaching and learning where teachers use current strategies and assessment practices to enhance the learning experience. We defer to project-based learning that enhances the cooperative nature of teaching and learning, differentiated instruction and grading and interdisciplinary units and inquiry that explore global contexts to understand human commonalities and ways to become contributing and purposeful citizens of the world. Additionally, we emphasize that all areas of teaching and learning must have a purpose, therefore, students must be able to express their learning in different ways and create ways to impact their community. Finally, our curriculum represents the continuity of building internationally-minded students who explore human commonalities and not only differences. All classes are taught in English except Mexican Humanities and Spanish Literature/Language. Outdoor learning experiences provide ASF students with the chance to develop character, learn valuable life skills, make new friends, learn curriculum in a different way and discover new interests. In Middle School, ASF





students have the opportunity to leave their textbooks behind to learn through outdoor activities that are highly educational and fun. These trips expose students to the amazing cultural variety of the sites we visit, while creating a live classroom in which to learn and explore. Whether it be canopy tours in the dense forests, a newfound understanding of the people and culture of an area or a trip to Washington D.C. for Capital Cities Week in grade 8, these opportunities invite students to learn first-hand.



## Upper School (9 - 12)

Upper School students follow program requirements for the United States high school diploma, with optional coursework available through other programs listed below. In order to graduate students must complete course units in English, a language other than English, humanities, lab science, math, arts and design, coding, health, physical education and electives. Students also have the opportunity to enroll in any of the following programs available to enhance their education experience:



- **The International Baccalaureate Diploma Programme:** The IBDP is a two-year program that offers students advanced level work across six subject areas. Students may choose to enroll in the Full Diploma Programme or in individual IBDP courses. In some cases the IBDP coursework or diploma can be used to earn university credit. Additional fees are required for the Full IBDP and for individual courses.
- **Advanced Placement:** Students may choose to enroll in individual AP courses or pursue the AP International Diploma or the AP Capstone Diploma by completing the required courses and exams for each program. AP courses offer advanced, college-level coursework, and in some cases, the possibility to earn university credit by achieving a certain score on the AP exam. Additional fees are required.
- **Mexican Program:** This program offers students in the Mexican program validation of coursework for entry into public and private Mexican universities. Students who successfully complete the required courses will receive a SEP certificate. Students who wish to receive the UNAM certificate will need to pay a registration fee in Grades 10-12.



### Our Programs:

- American Program
- Advanced Placement Program
- IB Program
- Mexican Program

ASF Grade	K1	K2	K3	1	2	3	4	5	6	7	8	9	10	11	12
American Program	ECC			Lower School					Middle School			Upper School			
AP Program												Advancement Placement			
IB Program	Primary Years Programme								Independent Model					Diploma Programme	
Mexican Program SEP/UNAM	Preescolar			Primaria					Secundaria			Preparatoria SEP/UNAM			



## Services for Academic Success

The ASF special education program, Services for Academic Success (SAS), provides special education services to students with Specific Learning Disorders, Attention-Deficit/Hyperactivity Disorder (ADHD) and Communication Disorders (Speech and/or Language Disorders). We are not equipped to provide services for other types of special education needs. The main purpose of this program is to provide intervention and academic support to students with diverse learning styles and needs to enable them to access the regular education curriculum at ASF.

### ASF at a Glance

Founded in 1888

First accredited American School outside USA

2500+ students from K1 to grade 12

40+ nationalities

28+ organized school activities

49.90% teachers with graduate degrees

405 students receive Financial Aid

15 Board of Trustees

Accredited by Cognia, Secretaría de Educación Pública and Universidad Nacional Autónoma de México (UNAM)

Member of AP College Board, International Baccalaureate (IB), National Association of Independent Schools (NAIS), SAIS Serving & Accrediting Independent Schools, Association of American Schools in Mexico (ASOMEX) and the Tri-Association of Independent Schools



## Athletics

Sports offered are American Football, Basketball, Swimming, Running, Soccer, Tennis, Volleyball, Gymnastics and Alternative Sports.

All Middle School and Upper School teams (with the exception of american football) are under the umbrella of the Association of American Schools in Mexico (ASOMEX) and aim to attend the annual long-weekend tournaments held throughout Mexico. Varsity and Junior Varsity teams compete in the following leagues with revisions made on an annual basis:

American Football – FADEMAC

Boys and Girls Basketball – S'cool Games

Boys and Girls Running - ASOMEX and local 5/10k races

Boys and Girls Soccer – CONADEIP, S'cool Games (Boys)  
Total Gol (Girls)

Boys and Girls Swimming – Federacion Mexicana de Natación

Boys and Girls Tennis - local dual meets, ASOMEX and CONADEIP

Volleyball - CONADEIP and Kiin Uts





## Extended Learning

The Extended Learning program provides over 60 afternoon activities of academic enrichment, remedial and recreational activities for ASF community members of all ages, ECC to adults. Externals from other schools are welcome to join until Grade 5. Most classes are year round.



## Student Councils at ASF: Driving action

Leadership is a foundational pillar in ASF's mission to produce global citizens. Part of that mission is creating opportunities for student agency – allowing students to develop their own voices and drive change. This opportunity avails in the Lower, Middle and Upper schools here at ASF, through the student council boards. The student council (Stuco) lead their respective constituencies by promoting service learning and cultivating school pride, while also giving members of student council opportunities for personal growth in leadership skills. As the academic year unfolds, several student leaders are eager to jump right in and put that agency to work.



## ASF Diversity Statement

*"The American School Foundation seeks talented students and families from different nationalities, religions, cultures and pursuits that are committed to the vision and mission of the school, regardless of financial capabilities. The school actively recruits and supports students and families who have demonstrated leadership in the arts, academics, athletics, community service and entrepreneurship, among others. Diversity is valued as a means of enrichment and integral to the formative process of an ASF student."*



## Community

### Alumni

**Once a Bear, always a Bear.** The ASF Alumni Association exists to help alumni stay connected to ASF regardless of where they are in life. It promotes ASF events, business opportunities, fundraising, personal development, and leverages a powerful and effective network of community role models.



The ASFAA helps build lifelong and mutually beneficial relationships between ASF alumni and the broader ASF community, and is an independent and collaborative voice; an ambassador and safe-keeper of ASF values.

## Parent Association

Parent Association's Mission:

To promote the welfare of students and the integration of the community through hospitality, fundraising, and by seeking to improve communication within the ASF community.



What do we do?

Throughout the year the PA organizes cultural events to give parents an opportunity to get to know each other and go to special events in Mexico.

## Bear Boosters

Bear Boosters' Mission:

To promote the athletic programs of ASF in an atmosphere that is consistent with ASF's philosophy, mission and core values.



What do we do?

The Bear Boosters club is a group of parents who volunteer their time to support and enhance the athletic programs offered by ASF. We get involved so that our students may have the best experience possible as they attend ASF Athletics.

At the end of the year, the Bear Boosters Club, in collaboration with the Athletics department, hosts the annual Athletic Excellence and Sportsmanship Awards Gala where our athletes, coaches and outstanding members of the community are recognized. This has proven to be one of the most exciting events at ASF!

## Friends of the Arts



This enthusiastic group of parents has found their way through musical theater to bring memorable and joyful experiences to our younger students as they build community within a creative and exciting yearly project.

As an ASF parent, you can become a 'friend of the arts' and embrace the importance of self-expression and emotion liberation through this group's events.





*ASF is located in the bustling Las Americas neighborhood. The beautiful grounds of the school are an oasis in the city, full of beautiful plants and trees, and the rooftops of the school offer amazing views of the surrounding mountains and city.*



*Above: ASF board meetings are sometimes held in the Angeles Espinosa Yglesias Fine Arts Center (FAC) located in Las Americas, Mexico City.*



*Above: Alameda Central Park (photo: Lonely planet, 2022). Right: Basilica Guadalupe & Teotihuacan (photo from Viator, Inc., 2022).*

## Living in Mexico

Mexico City is a world class capital. At 2,200 meters (7,200 feet) above sea level, it boasts spectacular views of the mountains. The city is spread out beyond its original founding on top of Lake Tenochtitlan and boasts extensive public parks and beautiful tree-lined avenues. While Mexico City is a megacity, and one of eight in the world, it also offers the charm of small neighborhoods that are filled with activities for all tastes. Combining pre-Hispanic cultures and treasures with colonial and post-colonial art and architecture, modern Mexico boasts some of Latin America's greatest monuments and modern artists. It has been a haven for expats since the 19th Century and continues to be an economic and financial hub that attracts families from all over the world. Current international faculty at ASF describe it as a great city to discover and live in, and the country itself offers mountain and coastal resorts, beautiful, world renown beaches, and rich historical ruins and treasures. Mexicans are proud of their culture and country, and they are warm and welcoming. People who come to Mexico City intending to stay for two or three years often end up staying for a lifetime.







## Leadership Profile

The American School Foundation presents a unique leadership opportunity for a talented educational leader who has a clear vision of educational excellence. The student body is a mix of local and expat students that is deeply rooted in a strong community. The commitment and dedication of faculty and staff, and the loyalty of alumni, are remarkable. The school has a very sound financial situation and is debt free. As the premier choice for US and Mexican students, ASF has a healthy waiting list for admissions. ASF is the only school in Latin America that has an endowment fund, which was created to provide financial assistance to students. The school successfully navigated the challenges of the pandemic, and it is ready for the next leader to take it to the next stage in its programming and offerings for the leaders of tomorrow.

ASF's next leader would ideally bring the following experiences, skills, and attributes:

- A clear understanding and appreciation of the benefits and complexities of a Pre-K through 12 environment.
- A deep level of cultural competence that celebrates the school's diversity and promotes a sense of belonging for all students and adults; and a willingness to understand and embrace the local culture.
- A well-developed leadership style that promotes teamwork and collaborative decision-making while being firm and decisive when need be.
- Communication skills that ensure smooth operations and convey a sense of transparency across all constituencies.
- A clear understanding of best practices in establishing a working partnership with the Board and together crafting a vision and strategic plan that will ensure a clear educational and programmatic direction for the school.
- A talent developer with a track record of building effective and diverse teams of outstanding faculty and administrators through exemplary hiring practices, targeted professional development, coaching, and mentoring.
- An innovative systems thinker who will continue to develop a twenty first century vision to



curriculum and program development, instruction, assessment and methodology to meet the present and future needs of a variety of learners.

- A leader who inspires trust and will mentor and foster professional growth for all school personnel.
- Experience managing budgets
- A love of children that keeps them at the center of the equation and is obvious in daily interactions.
- Character traits that include: integrity, self-awareness, warmth and (of course) a sense of humor.



## Application Process

Educators Collaborative is pleased to assist the American School Foundation (ASF) in its search for a new Head of School.

Interested candidates should submit the following documents in a single merged pdf to Mary Seppala, or Pilar Cabeza de Vaca:

- EC Candidate Summary
- Letter of interest to The American School Foundation Search Committee
- Current resume
- Statement of leadership philosophy
- List of five references with e-mail addresses and telephone contact

### Contact Information:

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***Educating global citizens  
since 1888***