



# Elementary Principal **Colegio Jorge Washington** **Colombia**



**Deadline: September 26, 2025**

*Commencing: July 15, 2026*

Colegio Jorge Washington is a private, non-profit, co-educational, N-12 School offering the best of a dual American/Colombian based system since 1952. We bring together motivated students, dedicated staff, and committed parents to fulfill our mission and provide a quality college-preparatory program. Continuous improvement efforts are promoted through high standards driven by our accreditation with Cognia as well as the Colombian Ministry of Education. Our American-style program is supported through our designation as one of two official U.S. State Department overseas schools in Colombia. A nine-member Board of Directors elected to 3-year terms by the Parents Association governs the School. Current school-wide enrollment is just over 750 students representing an array of nationalities, largely Colombian.

#### **Our Mission:**

We **nurture and challenge** every learner to **thrive and serve**

#### **Our Vision:**

**LEARNING TOGETHER**  
AS **REFLECTIVE** CITIZENS  
AND **INNOVATIVE** THINKERS  
TO BUILD A **BETTER**  
**TOMORROW**





## FACILITIES

Our modern purpose-built 20-hectare campus was completed in 2009. It is located just 30 minutes from the heart of the city and contains three independent, self-contained wings for Elementary, Middle School, and High School. Facilities include two science laboratories; multiple music, art and drama rooms; a central two-story library; three innovation labs; and a learning center for children with learning differences.

Sports facilities include four outdoor multi-use courts; two full-sized soccer fields; one softball diamond; and an air-conditioned gym that serves both our sports and fine arts programs. Our separate Montessori preschool facility for 2-5 year olds is located in Bocagrande within close proximity to residential neighborhoods.







## Learn More About Us in the Links Below

### Our Annual Report



Our Annual Report highlights recent accomplishments, initiatives, and student performance data

### A Day at COJOWA



A Day at COJOWA provides a glance into a typical day for our students.

### Facebook Page



The COJOWA Facebook page shares ongoing activities and events with our school community.

### Our Strategic Plan



Our Learning Together Video explains the major goals of our Strategic Plan.

[Click to watch]



## CARTAGENA

Cartagena was founded in 1533 and is located on the Caribbean Coast in northern Colombia. It is the fifth-largest city in the country. Today, beautiful colonial mansions and fortresses have been transformed into shops, museums, and international dining experiences. In 1984 Cartagena's colonial walled city and Old World-style plazas were designated a UNESCO World Heritage Site.

With its cobblestone streets and historic architecture, Cartagena's charm attracts cruise ships and visitors from all over the world. Here, you can sail, swim, kite surf, or take a short 45-minute ride to the Rosario Islands to sunbathe, snorkel, or scuba dive.





## The Position:

The Elementary Principal is responsible for providing sound educational leadership. He/she ensures that all teachers and support staff have a clear understanding of their performance expectations by establishing a culture of accountability with high expectations. The effective development, delivery, and evaluation of the school's educational programs require the Principal to analyze student needs.

He/she ensures that changes are aligned with the school's strategic vision, mission, and core values. The Elementary Principal is a member of the Senior Leadership Team, which includes the Head of School, Principals, Curriculum Coordinator, Director of SEL and Wellbeing, and Business Manager



Elementary school enrollment is approximately 250 students in grades 1 through 5. Our graduation rate is 100% and students go on to colleges and universities in the United States, Colombia, and Europe. The curriculum is that of a U.S. college-preparatory school. Instruction is in English and Spanish.

A dual program prepares students for both the U.S. high school diploma and the Colombian Bachillerato degree. The faculty consists of 35 Teachers, 1 Counselor, 1 SEL Coach, an Instructional Coach, and 2 Learning Center Specialists.

Our school year comprises three trimesters extending from early August until mid-June.

# Responsibilities

The Elementary Principal will be responsible for the following areas under the supervision of the Head of School:

- ▼ Collaborate with staff and administration to drive continuous improvement in curriculum, instruction, and assessment.
- ▼ Promote the use of data to inform instructional decisions and evaluate student learning.
- ▼ Cultivate a school climate that supports the academic, social, and emotional needs of elementary students.
- ▼ Provide high-impact professional development and ensure all faculty and staff understand performance expectations, fostering a culture of curiosity, accountability, and high standards.
- ▼ Manage and allocate the elementary school budget with accuracy and fiscal responsibility.
- ▼ Support the implementation and evaluation of professional learning initiatives.
- ▼ Maintain clear and consistent communication with students and parents regarding curriculum, instruction, divisional procedures, and events. Encourage strong family engagement.
- ▼ Evaluate and improve school systems and processes to ensure smooth operations.
- ▼ Ensure the enforcement of school policies related to student attendance, well-being, and behavior.
- ▼ Set divisional goals and support departmental and individual goal setting; monitor progress and outcomes.
- ▼ Maintain a visible presence in classrooms and at school events and activities.
- ▼ Promote a balanced and rigorous program that integrates academics, arts, athletics, service learning, and extracurricular activities.
- ▼ Perform other duties as assigned in support of school leadership and strategic goals.



## Required Qualifications

- ▼ Relevant graduate degree.
- ▼ Demonstrated knowledge and strong experience in technology and its integration with the school program.
- ▼ Exceptional interpersonal, leadership and written communication skills.
- ▼ A deep understanding of elementary-aged students and their diverse needs.
- ▼ Working knowledge of both English & Spanish.

## Preferred Qualifications

- ▼ Experience in international schools
- ▼ Previous experience in Latin America
- ▼ Principal's training supported by a national or internationally recognized system of certification.
- ▼ Minimum of eight years teaching experience, with at least three in an administrative role (i.e.: Principal, Vice Principal, Department Head, etc.)
- ▼ Experience with standards-based instruction, assessment, grading, and reporting  
Understanding of Project-Based Learning (PBL), Social-Emotional Learning (SEL), and Service Learning
- ▼ Experience with Cognia school accreditation (self-study leadership and/or visiting team member)

## Salary and Benefits

This role provides a salary and benefits package that stands out as highly competitive within the region.

- ▼ Salary in USD and Colombian Pesos
- ▼ Housing allowance
- ▼ Professional development allowance
- ▼ Health insurance
- ▼ Life insurance
- ▼ Annual home leave
- ▼ Vehicle allowance and interest-free loan for purchase
- ▼ Tuition benefits for K-12 school-age dependents, including Spanish as an Additional Language
- ▼ Excess Baggage allowance
- ▼ Retirement contribution

# Procedure for Filing Application

The deadline for applications for the position is September 26, 2025. Candidates are asked to submit a letter of application outlining their strengths, reasons for applying, a current résumé, and three references. If interested, please send your application to Dr. Nick Glab, School Director, at [nick.glab@cojowa.edu.co](mailto:nick.glab@cojowa.edu.co). Colegio Jorge Washington reserves the right to offer a contract to a candidate at any point during the search process.



COLEGIO  
JORGE WASHINGTON  
CARTAGENA

## Main Campus

Zona Norte, Anillo Vial Km 12  
Cartagena, Colombia  
Phone: +57 605 6930170 ext. 100  
[cojowa@cojowa.edu.co](mailto:cojowa@cojowa.edu.co)