



Costa Rica International Academy (CRIA)

Secondary Principal — Position Announcement

Position Posted: November 5, 2025

Application Deadline: December 3, 2025

Contract Start Date: July 28th, 2026

About Costa Rica International Academy

Founded in 2000, Costa Rica International Academy (CRIA) is the leading American international school in Guanacaste, accredited by both the U.S. and Costa Rican Ministries of Education. Our mission is to foster a love for lifelong learning through an engaging, challenging, and globally focused education. CRIA enrolls approximately 400 students from 25 nationalities, with a strategic plan to grow to over 600+ students by 2031-32. Our faculty represents 13 nationalities and a shared passion for academic excellence, character development, and community engagement.

CRIA's motto, "Think. Aspire. Achieve.", captures our purpose to prepare students with intellect, virtue, and purpose — ready to make meaningful contributions in a rapidly changing world.

The Position

CRIA seeks an inspiring Secondary Principal to lead our Middle and High School programs beginning July 28th, 2026. This is an exceptional opportunity for an educational leader who values student achievement, teacher excellence, and the cultivation of a dynamic, compassionate school culture.

As a key member of the senior leadership team, the Secondary Principal will oversee academic programs, faculty development, and student life across Grades 6–12, ensuring the school's vision and learning aims are fully realized.

Core Responsibilities

- Embody and advocate CRIA's mission and values.
- Implement the school's strategic action plans for Grades 6–12.
- Foster a collaborative, high-performance faculty culture.
- Oversee student learning, assessment, and instructional quality.
- Support teacher recruitment, supervision, and professional growth.
- Lead student discipline and character development in partnership with the counseling team.



- Strengthen community engagement through communication, events, and parent partnerships.
- Be a visible, active leader at school events, assemblies, and community gatherings.

Our Learning Framework

CRIA's curriculum is adapted from Virginia Standards of Learning, NGSS, and Advanced Placement (AP) courses; dual enrollment with Grand Canyon University and Arizona State University is also offered online. Students benefit from a comprehensive academic and co-curricular program that includes:

- MAP Assessments for data-driven instruction.
- Character Counts! to teach moral reasoning and ethical language.
- Athletics, arts, and Model United Nations to develop leadership, teamwork, and global awareness.

Our goal is to educate the whole child — mind, character, and heart — within a culture of integrity, curiosity, and compassion.

Preferred Skills and Experience

- Strategic thinker with experience executing long-term school initiatives.
- Proven success in faculty leadership and retention.
- Strong communication, organizational, management, and interpersonal skills.
- Deep commitment to student wellbeing, character, and inclusion.
- Fluent English speaker; conversational Spanish preferred.
- Sense of humor, flexibility, and a collaborative spirit.

Qualifications

- Master's degree (minimum) in Educational Leadership and Principal Certification.
- Record of excellence in educational leadership at a quality American or international school.
- Understanding of data-informed teaching (MAP, formative assessments).
- Proven capacity to recruit, inspire, and retain exceptional teachers.
- Commitment to CRIA's balanced focus on academic excellence, citizenship, and moral development.



Compensation & Benefits

CRIA offers a regionally competitive salary and benefits package, commensurate with experience and qualifications.

To Apply

Please submit the following in one PDF file (plus optional video) to Lois Mare, School Director:

Email: l.mare@criacademy.com

CC: admin@criacademy.com

- Letter of application (max two pages) outlining educational philosophy, leadership, and management strengths.
- Current résumé (with photo in top right corner).
- Short response (250 words or 2-minute video): “Why is CRIA the right school for you?”
- Three professional references (including current supervisor).

Timeline: Review of applications begins immediately.

Target appointment date: December 18, 2025.

Although we thank every candidate for their interest, only those selected for the semi-final round will be contacted.

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Guanacaste, Costa Rica

www.criacademy.com

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