



**The American International School of Bucharest, Romania  
seeks an Elementary School Principal  
for August 2021**

At AISB, we are engaged in a fascinating conversation about how we prepare our students for what is a fast-changing world. We want to attract forward-thinking professionals who have the skills to meaningfully engage and inspire our students. After our community-wide conversation during the last academic year, we are dedicated to our new vision:

**We aspire to be a creative, courageous and compassionate learning community.**

In this spirit, we are interested in the motivations, life experiences and educational passions of our candidates for this important leadership position. We seek professionals who actively collaborate with colleagues and who are willing to try fresh approaches to teaching and learning, placing the student experience and learning at the heart of their decision-making.

### **ELEMENTARY SCHOOL PRINCIPAL**

The Elementary School Principal is responsible for day-to-day management of this section of the School (Grade 1 – Grade 5). He/she is a member of the school's Leadership Team and contributes to the overall leadership and management of the School. He/she works in close cooperation with the Early Learning Principal, in particular, as a partner in leading the PYP programme.

### **KEY CHARACTERISTICS OF OUR ELEMENTARY PRINCIPAL**

- Starts with the why in their leadership, shaping a vision of learning in our Elementary School that is inspired by the AISB Mission, Vision and the IB values
- Actively collaborates with colleagues using an approachable and compassionate communication style
- Incorporates current research and inspiring practice from other international schools to nurture a reflective professional culture
- Cultivates leadership in others and empowers colleagues to be creative with their pedagogy
- Manages people, data and processes using well-developed organisational and technological skills
- Is a role model of the IB learner profile
- Models courageous decision-making when leading our diverse and talented Elementary community of students, parents and faculty

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Is a key member of the AISB Leadership Team, taking part in whole-school decision making in regard to strategy, HR, financial planning, communications and policy

- Is the administrative and educational leader of the Elementary School
- Leads the PYP Leadership Team in running the day-to-day operations of this section
- Works in partnership with the PYP leadership Team to implement the school's learning programme, including:
  - Implementation of the PYP curriculum
  - Social and emotional learning
  - Student assessment, reporting and benchmarking of learning progress
  - The Elementary learning schedule and calendar
  - Compliance with accreditation standards (IBO, CIS & NEASC)
- Faculty and Support Staff leadership, including:
  - Mentoring and coaching colleagues; providing constructive feedback on professional practices
  - Facilitating professional learning opportunities
  - Recruiting and retaining faculty and support staff who are united in their work toward the Elementary and whole school vision and mission
  - Organizing orientation for new faculty and support staff
- Parent engagement, including:
  - Written communications in newsletters and other formats
  - Learning workshops
  - In-school conferences
  - Liaising with the Parent Teacher Organization (PTO)
- Student engagement, including:
  - Being present in classroom learning to inspire, share and model best practices
  - Supporting colleagues with positive behaviour management strategies
  - Providing contexts for student voice and leadership in the development of our programme
- Divisional operational leadership including:
  - Developing, monitoring and accounting for the divisional budget
  - In collaboration with the technology team, integrating a strategy for how technology supports our learning programme
  - Updating divisional handbooks for parents and students in line with whole-school policy
  - Approving student admissions

## REQUIRED QUALIFICATIONS AND ATTRIBUTES

- An inspiring and innovative educator
- Highly organised with excellent communication skills
- A minimum of fifteen years teaching experience, with at least five in a senior administrative role, at least Head of Division or Deputy Head of Division status
- Experience working within an international context and with diverse learners
- Very well-developed interpersonal skills with the ability to work collaboratively with the school community
- Significant experience in the IB PYP programme
- Commitment to ongoing professional learning, which may include further leadership qualifications, publications, and workshop or accreditation leadership

## The School

AISB was founded in 1962 by the US Embassy to serve the educational needs of the American and international expatriate community. As the school has grown, many local Romanian families have become part of the school community together with expatriate families from government, business, and social welfare organizations. AISB is a not-for-profit school, governed by a Board of Trustees, most of whom are parents or have been parents of the school. The Board has nine voting members and the Chair is appointed by the American Ambassador from among the senior officers of the US Embassy. AISB is known for our impressive facility, great student results, supportive parents,

motivated students and professional faculty. We maintain a comprehensive website, containing numerous documents and reports, which potential applicants will find useful at <http://www.aisb.ro/>.

## Campus and Facilities

Our campus covers ten hectares (about 27 acres), and offers state of the art facilities to our students, including a performing arts theater/auditorium, library & media center, three computer labs, cafeteria, gymnasiums and extensive sports facilities. The campus is located in the Baneasa forest area, approximately 10 km from the center of Bucharest and 13 km from the Henri Coanda International Airport.

## Curriculum and Accreditation

AISB is accredited by the *New England Association of Schools and Colleges (NEASC)* and the *Council of International Schools (CIS)* for grades EC2-12, and is authorized by the *International Baccalaureate (IB)* organization to offer the IB Primary Years, Middle Years and Diploma Programmes. AISB is a member of *Central and Eastern European Schools Association (CEESA)*, the *College Board*, the *Educational Records Bureau (ERB)*; and *Council of Support and Advancement of Education (CASE)*. AISB is affiliated with and receives grant support from the U.S. Department of State's Office of Overseas Schools (A/SO), Washington, D.C. AISB is also recognized by the Romanian Ministry of Education.

## Faculty

AISB is committed to high standards of achievement, as exemplified by a highly qualified faculty who have continuous access to current instructional materials and teaching strategies. AISB faculty and staff come from a multitude of countries including USA, Canada, New Zealand, Australia, UK, France, Spain, Romania and Ireland; the school actively supports and encourages the professional growth of its faculty and staff. Teachers enjoy an excellent benefits package and savings potential. Bucharest is a safe and interesting place to live with a fascinating history and cultural heritage.

## The Student Body

AISB has a richly diversified population of approximately 970 students, with 56 nationalities attending the school from Early Childhood 2 through Grade 12. Romanians comprise approximately 30% of the student population, North Americans 16%, Israelis 11%, Germans and Koreans 6% each, British 4% and the remainder from Europe, Asia, Africa, Middle East, Australia, and South and Central America. The average class size is twenty students.

## The Country and City

**Location:** (Southeastern) Central Europe

**Time Zone:** Seven hours ahead of U.S. Eastern Standard Time (GMT + 2)

**Area:** 92,043 sq. miles (238,391 sq. km) - a little larger than the state of Minnesota

**Population:** 19,942,000 (March 2014)

**Largest cities:** Bucharest (1,883,400), Cluj Napoca (324,600), Timisoara (319,300), Iasi (290,400), Constanta (283,900), Craiova (269,500), Brasov (253,200), Galati (249,400), Ploiesti (2209,900), Oradea (196,400). Romania's population lives in 320 cities and towns and 12,956 villages.

**Main Ethnic Groups:** Romanian 84%, Hungarian 6.1%, Roma 3.1%, German 0.2%, Ukrainian 0.2%

**Religions:** Christian Orthodox 81%, Roman Catholic 4.3%,

**Official Language:** Romanian

**Currency:** Leu (RON) (plural *Lei*)

**Capital:** Bucharest (*București*)

Romania is situated in the southeastern part of Central Europe and shares borders with Hungary to the northwest,

Serbia to the southwest, Bulgaria to the south, the Black Sea to the southeast, Ukraine to the east and to the north, and the Republic of Moldova to the east. Roughly the size of Oregon, Romania is the second largest country in the area, after Poland. **Bucharest** — the capital city of Romania — is located at the same latitude with the cities of Portland - Oregon; Montreal - Canada; Venice - Italy; and Bordeaux - France. Romania's territory features splendid mountains, beautiful rolling hills, fertile plains and numerous rivers and lakes. The Carpathian Mountains traverse the center of the country bordered on both sides by foothills and finally the great plains of the outer rim. Forests cover over one quarter of the country and the fauna is one of the richest in Europe including bears, deer, lynx, chamois and wolves. The legendary Danube River ends its eight-country journey at the Black Sea, after forming one of the largest and most bio-diverse wetlands in the world, the Danube Delta. About a third of the country consists of the Carpathian Mountains (also known as the Transylvanian Alps). Another third is hills and plateaus, rich with orchards and vineyards. The final third is a fertile plain, largely devoted to agriculture.

## Climate

Because of its position on the southeastern portion of the European continent, Romania has a climate which ranges from temperate to continental. The average annual temperature is 11 °C (51.8 °F) in the south and middle-south and 8 °C (46.4 °F) in the northeast. In Bucharest, the temperature ranges from average low -5 °C (23 °F) in January to average high 29 °C (84.2 °F) in July and August, with average temperatures of -3 °C (26.6 °F) in January and 23 °C (73.4 °F) in July and August. Spring is pleasant with cool mornings and nights and warm days. Summer is quite warm, with extended sunny days. The hottest areas in summer are the lowlands in southern and eastern Romania where 37.7 °C (100 °F) is often reached in July and August. Temperatures are always cooler in the mountains. Autumn is dry and cool, with fields and trees producing colorful foliage, much like New England. Winters can be cold, especially in the mountains. While not the rule, abundant snowfalls may occur throughout the country, from December to mid-March.

## TERMS OF EMPLOYMENT & CONTRACT

- This position receives a highly competitive, tax-free salary and comprehensive benefits package; the initial appointment will be for a two-year period, to be renewed annually thereafter.

## APPLICATION

All applicants should submit 3 things: a letter of application addressed to the Director, Mr. Peter Welch, a current résumé, and a short piece of writing (one page) on: *'How can educators demonstrate the values of courage, compassion and creativity in these times?'*. Please send your application packet on **our school online job application form** at <https://jobs.aisb.ro/apply> . The deadline for receipt of applications is **Monday, 2nd November 2020**. The school reserves the right to appoint an applicant at any stage if a highly qualified person applies before the due date.

