



The American International School of Bucharest, Romania

Secondary School Principal

AISB is seeking an outstanding educational leader for our Secondary School for the next academic year, 2020-21. The appointed candidate will be a person with educational vision, exceptional interpersonal skills, and the tenacity to thrive in a complex international communication environment. S/he will have overall responsibility for the life of the school from Grade 6 to 12, a section with over 500 students, representing over 60 different nationalities. The Principal will be tasked with mentoring and inspiring a talented, experienced faculty in the delivery of our MYP and DP programmes.

The Secondary School Principal reports to the Director of the School. S/he is a key player in our School Leadership Team, working alongside our Elementary Principal and Early Childhood Principal.

KEY CHARACTERISTICS

- Collaborative leadership style characterised by inclusive and transparent decision-making habits
- A forward-thinking educator, up-to-date with best educational practices for effective learning
- A proponent of IB mission, values, and programmes: a champion of intercultural learning
- A proactive communicator, able to inspire trust in others through ethical professional behaviours
- A student advocate, interested in getting into classrooms and being involved with student learning and activities
- Ability to build teams and mentor colleagues for professional growth
- Excellent organizational, time management and learning technology skills
- The ability to take tough decisions when needed and manage complexity

DUTIES AND RESPONSIBILITIES

- Take overall responsibility for the day-to-day operations of the Secondary School
- Coordinate the Secondary Leadership Team, including the Vice Principal, MYP and DP Coordinators.
- Facilitate professional learning opportunities and appraisal processes to ensure excellent standards of teaching and learning. Provide clear, actionable feedback, when appropriate, that motivates the AISB Secondary faculty.
- In collaboration with the Director and the Secondary Leadership Team, assess and coordinate secondary faculty recruitment.
- In collaboration with our HR Department, ensure a welcoming and effective onboarding and orientation process for new faculty.
- In collaboration with our Admissions Department, assess and approve admission applicants for the Secondary School.
- Coordinate community outreach, parent education opportunities, and student/parent/teacher conferences. Ensure the parent community is regularly informed about Secondary School life through the newsletter and

other school publications.

- Liaise with the Athletics and After School Activities Director(s) to ensure a high quality student experience within these programmes.
- In collaboration with the Secondary School Counseling Team, ensure effective practices to support the emotional wellbeing of the community.
- Ensure compliance with school policy and accreditation agency standards. Maintain the divisional handbooks for students, parents, and faculty.
- In collaboration with the Director and the Business Manager, plan and supervise the divisional budget

REQUIRED QUALIFICATIONS AND ATTRIBUTES

- Significant teaching experience, preferably in different contexts, including experience in IB World Schools and schools with cultural diversity.
- Experience leading diverse faculty teams at least at the level of Head of Division or Deputy Head of Division status. Experience in a large international school would be advantageous.

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 their application materials to the HR Director, Mrs. Roxana Lungu, at [school online job application form](#). The school reserves the right to appoint an applicant at any stage if a highly qualified person applies before the due date. Applicants should please submit:

- A letter of application explaining the candidate's interest and suitability for this position
- A current résumé
- Details of at least three current professional referees
- A piece of recent professional writing on an educational issue (approx. 500 words)

The appointment process will move relatively quickly. Applicants should submit their materials as soon as possible. The final deadline for submission is September 9th, 2019. The school reserves the right to appoint an applicant at any stage if a highly qualified person applies before the due date. A longlist of applicants will be interviewed via video conference. Shortlisted candidates will be invited to AISB for onsite final interviews.



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. We are known for our impressive facility, great student results, supportive parents, motivated students and professional faculty. AISB maintains 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)*, based in Warsaw, Poland; *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. Most faculty tend to stay for multiple contracts.

The Student Body

AISB has a richly diversified population of approximately 1020 students, with 65 nationalities attending the school from Early Childhood 2 through Grade 12. Romanians comprise approximately 30% of the student population, North Americans 16%, Chinese and Turkish 5% each, Israelis 4%, and the remainder from Europe, Asia, Africa, Middle East, Australia, and South and Central America. The average class size is twenty students.

Active Parental Support

The AISB community enjoys the support of a very enthusiastic and hands-on Parent and Teacher Organization that supports the education of AISB students by fostering relationships among the school, parents, and teachers, activities and communication between different parts of our community. The PTO organizes and participates in numerous events during the year, such as the Harvest Festival, Festival of Lights, International Festival, Auction Gala, and Terry Fox Run, among others, as well as creating links between the parent community and the school.

The School Board of Trustees

The Board of Trustees is the governing body of the school. It exists to ensure that our students receive the best education, that our teachers have all the resources to teach and benefit from a constructive working environment, and that the school budget is well funded to support our Mission, Vision and Values. The AISB Board of Trustees has ten voting members. The Chair is appointed by the American Ambassador from among the senior officers of the US Embassy. The Board generally meets once a month to oversee and ensure school governance, school policy and to set strategic direction.

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 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.



