

Inspire. Move forward. Give back.

World Citizens Made in Dresden



# Dresden International School

seeks a

## Secondary School Principal (Grade 6-12)

for August 2023



Dresden International School (DIS) is a non-profit IB World School serving the community of Dresden, the beautiful capital of the Free State of Saxony. Founded in 1996, DIS serves 500 students from 55 countries with over 85 faculty members in the school.

**The DIS Vision** > Inspire. Move forward. Give back.

**The DIS Mission** > We are a diverse community that empowers innovative and collaborative learning. As learners, we are prepared to be multifaceted, self-sufficient individuals who contribute to society.

**The DIS Values** > Commitment, Open-mindedness, Compassion, Integrity

DIS is authorized to teach the International Baccalaureate PYP, MYP and Diploma Programme. The school is also fully accredited by the New England Association of Schools and Colleges (NEASC) and the Council of International Schools (CIS). DIS is a member of the Association of German International Schools (AGIS) and the European Council of International Schools (ECIS). DIS is a non-profit school, registered as a gGmbH.

**The Position** > DIS's continuing growth and development presents an exciting opportunity for a dynamic leader who is seeking to progress further in a high performing school. The Secondary School Principal will serve as a member of the school's Senior Leadership Team together with the Primary School Principal and Managing Directors (Director/CEO and Business Manager). DIS is seeking an experienced and well-qualified pedagogical leader with a successful track record as a skilled educator, strategic thinker and communicator. We require a principal able to co-design a vision for learning in the Secondary School, who can inspire and support staff, serve as a student advocate, and build trust with staff and parents. The initial contract period is 2 years.



### Candidate Profile:

- A minimum of two years' experience in a senior leadership position
- Experience of curriculum leadership in the IB Programme
- Academic qualifications at Masters level
- A proven ability, understanding and commitment to school improvement and change management
- Excellent interpersonal, organizational and communication skills
- An excellent listener and observer, who seeks to locate and understand patterns in the community
- A high degree of intercultural competence, flexibility and resourcefulness relevant in the context of a culturally-diverse school
- Advocate for student safeguarding, wellbeing, and diversity, equity, inclusion and justice
- Working proficiency in the English language and willingness to learn German language
- An ability to navigate a dynamic and complex school environment with curiosity
- Sense of humor and ability to engage in joyful practice

## Key Strategic Issues:

- Sustaining and developing the School's academic performance and focus on student wellbeing
- Facilitating organizational self-reflection for both the IB evaluation and CIS/NEASC accreditation processes
- Enhancing policies, structures, and practices to build an inclusive school
- Expanding the size of the Secondary school division
- Developing meaningful opportunities for student leadership, service learning, eco-literacy/climate change education, and teaching for diversity, equity, inclusion and justice

## 1. Student Learning & Programme Development:

- Provide visionary leadership for the Secondary School in alignment with the DIS guiding statements.
- Develop the leadership capacity of the Secondary School and a culture of collaboration centered on student learning and wellbeing.
- With the Secondary Leadership Team, oversee the planning, implementation and evaluation of the school's IB Middle Years Programme (MYP) and IB Diploma Programme (DP).
- Develop a master schedule, co-curricular activity programme, and Secondary School events calendar to promote personalized learning.
- Collaborate with Assistant Principals to monitor, evaluate and review assessment strategies and implement the school's assessment and reporting guidelines.
- Oversee internal and external testing in conjunction with the IB Coordinators.
- Oversee the planning, staffing and evaluation of off-campus trips to support experiential learning and service learning.
- Lead the Secondary Student Support Team with the Guidance Counselor and Learning Support Coordinator.
- In collaboration with key stakeholders, continue to develop teaching and learning for diversity, equity, inclusion and justice.
- Use learning data to identify programmatic strengths and next steps for development, including in the area of student wellbeing.
- Provide leadership in school accreditation cycles (IBO, CIS/NEASC).

## 2. Staff Partnerships & Professional Learning:

- In collaboration with the Senior Leadership Team, develop a staffing matrix to align human resources to learning needs.
- In collaboration with the director, participate in antibiotic recruitment of faculty and staff, including local hire and overseas.
- Assist in the preparation and implementation of the orientation program for new and returning faculty.
- Oversee the organization of teacher substitution.
- Appraise teaching faculty and non-teaching staff in the Secondary School through the development and review of annual professional goals.
- Organize and conduct faculty meetings based on school strategic goals.
- Strategically plan the professional learning of faculty and staff based on school strategic goals.
- Regular review and update of policies and practices relevant to the Secondary School, especially with an equity and inclusion lens.
- Support the continued development of restorative practices between faculty and/or staff members.

## 3. Student Partnerships:

- Build relationships with students and a trusting, welcoming school atmosphere.
- Create and review opportunities for student leadership.
- Devise ways to promote and integrate student voice into school development.
- Gather regular informal and formal data on student wellbeing to support school development.
- Document, address, and review child safeguarding cases as part of the school's Child Safeguarding team.
- Oversee the admission process of new students, including the recommendation of entry and course placement based on school records, screening tests, and reports.
- Advise and counsel students and parents regarding students pathways.
- Support Secondary faculty in implementing restorative practices, classroom management and the development of positive behaviors and routines.

#### 4. Parent/Community Partnerships:

- Maintain productive, on-going communication and partnership with parents of diverse linguistic and cultural backgrounds.
- Consult and gather feedback from families to influence school development.
- Lead and/or coordinate school events e.g. Assemblies, Back-to-School Evening.
- Design strategic parent education to support understanding of IB programmes.
- Use regular formal and informal written communication strategies to connect with the community.

#### 5. Other Leadership Responsibilities:

- Assume leadership responsibility for the management of the school in instances of absence of the Director.
- Coordinate the academic budget based on program needs.
- Continue to develop and implement our Child Safeguarding policy and practices to ensure a safe and secure campus environment.



**Salary and Benefits:** DIS offers a comprehensive and generous remuneration package commensurate with the challenges of the position. This includes:

- A competitive salary
- Annual bonus scheme
- Return airfares at start and end of contract
- Arrival allowance
- Freight Allowance
- Subsidized tuition for dependent children
- Professional Development allowance
- Excellent state medical health care
- State pension contribution

**Location:** Dresden (population 550,000) is the capital of the state of Saxony located in southeastern Germany and borders Poland and the Czech Republic. It is known as the Florence of Germany with its beautiful Baroque city center on the banks of the River Elbe. Museums, art galleries, festivals and the world-famous Semperoper opera house attract tourists from all over the world. Living in Dresden is safe, clean, inexpensive and the choice of quality accommodation is very good. Staff generally walk, cycle or use the efficient tram system to travel to and from school. Dresden regularly scores highly in quality of living city rankings and is one of the greenest cities in Europe. Berlin and Prague are only two hours' drive away and the nearby Saxony Switzerland mountain area is ideal for hiking, water sports, cycling, and skiing.

**How to Apply:** Applicants must include the following to be considered:

- Letter of application explaining your strengths as a candidate
- Curriculum Vitae (maximum two pages)
- Contact details of three references of current and former line managers
- Statement of personal educational and leadership philosophy (maximum one page)
- Up to three open letters of reference

The above must be forwarded for the attention of Carla Marschall, Director, at [careers@dresden-is.de](mailto:careers@dresden-is.de) by Sunday, the 6th of November 2022.

DIS is an equal opportunity employer, with an articulated [Anti-Racism Statement](#). We use antibias and safeguarding-minded practices in our recruitment of staff.

Further information on DIS can be found at the school's website [www.dresden-is.de](http://www.dresden-is.de).