

6th June 2018

Dresden International School, Germany

seeks a

Secondary School Principal (Grade 6-12)

for August 2019

Dresden International School (DIS) is an IB World School serving the business community of Dresden, the beautiful capital of the Free State of Saxony. Founded in 1996, DIS serves 530 students from 49 countries with over 80 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

We value:

- Commitment
- Open-mindedness
- Compassion
- Integrity

DIS is authorised 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 not for 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 Leadership Team together with the Director, Primary School Principal and Board of Directors (Director/CEO, Business Manager, Marketing Director). DIS is seeking an experienced and well-qualified school administrator with a successful track record as a skilled educator and communicator. We require a campus based principal able to develop, communicate and implement a new vision for the Secondary School, who can inspire and support staff, serve as a student advocate and gain the loyalty and trust of staff and parents.

The initial contract period is 2 years.

The requirements of the successful candidate include:

- A minimum of two years' experience in a senior school leadership position
- Experience of curriculum leadership in the IB Programme
- Academic qualifications at Masters level in Educational Leadership
- A proven ability, understanding and commitment to school improvement and change management
- Excellent interpersonal, organisational and communication skills
- A high degree of cultural sensitivity, flexibility and resourcefulness relevant in the context of a culturally diverse school.
- Mother tongue fluency in English and willingness to learn German language
- Sense of humour

Key Strategic Issues:

- Sustaining and improving further the School's academic performance.
- Implementing the School's new Strategic Plan.
- Expanding the size of the Secondary division.

Position Responsibilities: The Secondary School Principal is responsible for the day-to-day leadership and management of the Secondary School, working in conjunction with the Director to ensure that the DIS Mission and learning goals are pursued. In working with different stakeholders in the school the professional responsibilities of the Principal are varied and include the following in relation to:

1. Student Learning Programmes

- Oversees the planning, implementation and evaluation of the school's IB Middle Years Programme and IB Diploma Programme. This includes the process of curriculum review, documentation of performance standards and implementation of the school instructional programme.
- Oversees the development of a Master Schedule, extra-curricular activity programme and Secondary School Events Calendar each school year.
- Monitor, evaluate and review the assessment strategies used in the IB Programmes and ensure that all teachers know, understand and use the school's assessment and reporting guidelines.
- Organizing internal and external examination arrangements in conjunction with the relevant IB coordinator.
- Responsibility for the planning, staffing and evaluation of appropriate out of school visits.
- Participation in the Student Services Support Team (SSST) with the Guidance Counsellor and Learning Support Coordinator.
- Reviewing the results of student learning including review of grades, standardized and IB test results and other relevant data.
- Providing leadership in the regular and on-going cycle of the school's accreditation with the IBO, NEASC and CIS.

2. Personnel Management and Professional Development

- Participation in and advising the Director on the hiring of faculty, including attending overseas recruitment fairs as required.
- Interviewing and selecting local hire faculty and staff.

- Assisting in the preparation and implementation of orientation programme for new faculty.
- Responsibility for overseeing the arrangement for teacher substitution.
- Responsibility for the evaluation of teaching faculty and non-teaching staff in the Secondary School. This involves working closely with faculty in overseeing the setting and review of annual professional goals in a timely manner.
- Responsibility for conducting regularly scheduled faculty management and planning meetings.
- Responsible for overseeing, through planning and organization, the professional development of all faculty and staff.
- Regular review and update of handbooks relevant to the Secondary School.

3. Students

- Overseeing the admission process of new student registrations. This includes the recommendation for admission of students and course placement based on a review of school records, screening tests and reports.
- Administering all policies affecting students.
- Overseeing arrangements for the Senior graduation ceremony.

4. Parent/Community Liaison

- Responsibility for maintaining productive, on-going dialogue with parents throughout the school year in promoting a positive attitude towards the School.
- Leading or coordinating special school events e.g. regular Assemblies, Back to School Afternoon
- Attending whole school parent meetings as required.
- Contributing regularly by example to the DIS News and Notes and the annual School Yearbook.

5. Other Administrative Responsibilities

- Assuming leadership responsibility for the management of the school in instances of absence of the Director.
- Coordinating requests for the academic budget based on curriculum programme needs.
- Assisting in the maintenance of a safe and secure campus environment.

School Facilities: Dresden International School has two campuses, the main Annen campus (PK5 to Grade 12) based near the historic centre of the city and the Goethealle campus (PK1 to PK4) in a beautiful residential suburb of the city. The Principal is based on the Annen campus site. The main campus comprises two multi-storey buildings and a large, modern, multi-purpose full size gym and a variety of outdoor play and sports areas for all children. School buildings and campuses are connected by internet which serves a student information system and a wide range of technology and software services to support learning. The Secondary facilities also contains a performing arts room, technology workshop, IT lab, art room, Science labs, a library with over 10,000 volumes and a cafeteria.

Staff: DIS currently employs 80 full time teachers from the United States, Canada, Germany, UK, Ireland, Australia, New Zealand, Hungary, Latvia, Chile, Poland, Serbia, Japan, Austria, Spain, Singapore and India.

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

Applicants should include a letter of application, a CV and a statement of personal education philosophy, and be forwarded for the attention of Steven Calland-Scoble, Director, at dis@dresden-is.de by 31st August 2018.

Further information on our school can be found at the school's website <https://www.dresden-is.de/>