

GOVERNANCE:

The Director reports to the Chair(s) of the ISU Board. An *ex officio* board member, s/he keeps the school board fully informed on all the aspects of the operation of the school and maintains open, effective communication with the Chair and other Board members.

The Director performs or manages the performance of the following duties guided by the Board Manual and By-Laws.

PROFESSIONAL PROFILE:

- Demonstrated record of school leadership in an IB school, with the ability to constructively engage a dynamic and diverse community in pursuit of high-quality teaching and learning.
- At least 3 years' successful experience in a senior leadership position at an international school.
- Be student centred in approach.
- Able to engender confidence within the school and wider community.
- An excellent networker.
- Management skills focusing on the future development of the school's programmes and learning environment.
- Experience in operational and financial management of educational institutions, demonstrating operational proficiency and fiscal management to maintain sound finances.
- Proven prior experience in developing and implementing strategic plans and leading the delivery of large projects.
- Graduate degree in administration, education management or related fields.
- Leadership experience in a school re-accreditation cycle.
- Experience working within corporate or parent company compliance, bid, contract award and performance management processes.
- The ability to communicate in German would be an advantage.

VISION AND LEADERSHIP:

- The Director fosters a challenging educational environment that strives to support, care for, and nurture each student and helps develop each student's academic, moral, physical and emotional growth.
- The Director sets a standard of excellence for all aspects of the ISU's programme, including supervising and working with Principals, Programme Coordinators and Curriculum Leaders to develop curriculum.
- The Director is responsible for attracting, recruiting, motivating, supporting and retaining an outstanding and diverse faculty.
- The Director plays a leadership role in admissions, including recruiting and serving a legal admitted and diverse student body in keeping with ISU's Admission Policy.
- The Director oversees the accreditation process and helps to ensure the school's professional standing.

- The Director fosters a positive and safe school environment for the entire ISU community.

INTERPERSONAL SKILLS:

- High level of communication skills to manage the diverse views and interests of stakeholders and the ability to clearly communicate vision.
- Strong relationship building skills and proven ability to establish trust and credibility with all stakeholders.
- Ability to demonstrate empathy and make personal connections across the community.
- Mentoring and coaching skills in support of a collaborative and positive professional culture.
- Consensus builder, capable of developing and promoting strong teams and a shared strategic vision.
- Leading by example, including the ability to promote intercultural understanding and international mindedness.
- Strong analytical skills and proven problem-solving skills and a desire to seek solutions in an optimistic “can-do” attitude.
- Highly visible and available to the community in the spirit of an “open door policy”.
- Ability to represent the school in international circles and to communicate tactfully and clearly with all stakeholders.

ROLE AND RESPONSIBILITIES:

- Align and develop programmes, activities and resources as a champion of the school’s mission.
- Develop, update and ensure compliance of a protocol for reporting possible safety issues for children, ensure that all staff and volunteers know how to recognize and report any concerns, will contact the appropriate authorities (i.e. Schulamt School Psychologist and/or Jugendamt) if deemed appropriate.
- Ensure all staff are regularly vetted and trained with regard to child welfare and safeguarding.
- Oversee the safe implementation and execution of all aspects of school operations.
- Manage contracted operational services to ensure transparency, efficiency, quality, and effective use of capital, personnel and resources.
- Oversee the implementation and evaluation of teaching and instructional curriculum.
- Ensure controls and oversight of school expenditures in accordance with the approved budget.
- Developing school improvement plans that align with the school’s long and short term goals.
- Effectively manage performance and evaluation of leadership team and faculty including on-going professional growth and goal setting.
- Recognising and promoting the use of Information Technology, both as an essential 21st century learning tool and also for efficient and effective administrative practices.
- Keeping school policies and procedures under review and making changes as needed.
- Coordinating and leading an effective school leadership team.

- Planning and implementing programmes for the assistance and orientation of new teachers.
- Overseeing the development and implementation of the school calendar.
- Developing community contacts and working productively with community organisations.
- Developing procedures for the maintenance of permanent records.
- Maintaining a consistent and fair behaviour management system for students.
- Maintaining a positive, interactive and transparent relationship with the school community.
- Leading and supporting the school's administrative team.
- Recruit and retain high-quality faculty and school personnel. Develop capacity and support professional growth in faculty and staff.
- Lead the on-going development of school programmes and operations in alignment with the school's mission and vision.
- Promote, develop and support the continued partnership with the educational institutions and organisations within the region and Germany.
- Ensure all operations are managed in accordance with legal requirements of Germany and Bavaria.
- Performing other duties as assigned by the Board.