



**ISS Administrative Searches is pleased to announce...**

***Stockholm International School***

*Stockholm, Sweden*

**Seeks Middle School Principal**

**Application Deadline:  
Friday, March 15<sup>th</sup>, 2019**

Visit the [ISS Administrative Searches webpage](#) to view additional opportunities



## **MIDDLE SCHOOL PRINCIPAL**

**Reports to: Director**

### **Duties and Responsibilities**

- Responsible for the overall educational leadership management of the Middle School (6th -9th grade)
- Strives to ensure the provision of quality education and success in student achievement
- Manages procedures and protocols to best achieve educational outcome
- Plans collaboratively with the IPC Coordinator to oversee management of resources effectively and equitably based on budget
- Demonstrates a professional knowledge of the principles and practices of leading learning in a school and supporting and modeling Professional Learning
- Develops strategies with the IB MYP Coordinator to enhance the performance and welfare of the Middle School staff
- Promotes a welcoming environment for members of the wider community into the school
- Works collaboratively as a member of the SLT (Senior Leadership Team) and ELT (Educational Leadership team) to facilitate coordination amongst the primary, middle school, upper school, and administrative sections
- Creates an atmosphere that encourages learning

### **Communication**

- Coordinates and implements appropriate orientation and information sessions for all stakeholders and members of the wider community
- Meets with Middle School parents who have specific interests or concerns
- Liaises with other international schools in order to enhance both the school's development and its profile
- Meets regularly with the Director and IB MYP Coordinator to ensure a whole-school focus
- Briefs the Directors on all matters of significance pertaining to the Middle School students
- Liaises with the Dean of Students in regards to Child Protection and Social Emotional learning matters

- Oversees that student evaluation and assessment meet the needs of students
- Ensures the physical environment is safe and meets the needs of students
- Deals with disciplinary cases that might arise in the Middle School in accordance with SIS Behavioral Expectations
- Ensures that students recognize diversity and promote respect between individuals

## Staff

- Directly oversees the work of the Middle School Staff as the line manager
- Implements with the ELT the school's agreed approach to PDSE/Development talk for all Middle School teachers
- Leads with the Director the selection of Middle School Teachers
- Ensures that Middle School teachers receive appropriate support and resources
- Ensures that staff has the necessary resources to provide the best learning experiences

## Administration

- Holds regular meetings with teachers, and IB MYP Coordinator to deal with matters of interest and significance relating to the work of the Middle School
- Works with the Leadership Teams in the construction of the whole-school calendar
- Ensures on an ongoing basis that dates for all activities specifically involving the Middle School are entered into the calendar
- Leads the creation of the Middle school timetable in collaboration with the ELT
- Collaborates in the development of the Middle School in line with the school's strategic plan
- Assists in coordinating the school's accreditation programs
- Proof reads and generate the student reports and student awards
- In charge of the revision of new student applications and placement of new and existing students (class lists). In these processes cooperating closely with the Head of Admissions, Dean of Students, Language Acquisition Subject Leaders, the nurse, counselors and advisors.
- Ensures that the SIS pedagogy meets international standards

## Required Qualifications and Attributes:

- Has previous experience in a leadership position within a Middle or Upper school sections
- Has previous successful experience with IB MYP or an International based curriculum
- Holds a University degree
- Has a degree or certification in education
- Is familiar with IB MYP verification processes, CIS or similar accreditation processes
- Demonstrates strong team leadership and excellent interpersonal and communication skills
- Is community-oriented and motivated to involve the full range of the school community - staff, students and parents in the management and development of the Middle School at SIS.

- Acts as a school ambassador in engaging with external stakeholders when needed
- Is sensitive towards, and familiar with, a diverse range of student learning needs as well as cross-cultural issues
- Demonstrate success modeling and inspires a love of learning
- Is fluent in English (reading, writing, speaking)
- Demonstrates the ability to effectively manage human, financial, and physical resources for a high-quality organizational outcome
- Has a pleasant and friendly personality
- Is a self-reflective life-long learner
- Has strong ethical principles and sense of fairness

### Preferred Education and Experience

- Master's degree in Education, or equivalent, with a demonstrated interest in remaining at the forefront of educational trends
- Demonstrated strategic thinking and analytical skills and the ability to use those to influence the educational agenda of the school
- Proven track record of success in hiring, leading, and managing school faculty

*At Stockholm International School we are committed to protecting children. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All applicants will therefore be required to undergo appropriate child protection screening. Included in the recruitment process will be a local and national police check as well as a mandatory police background check from the last year of employment in every country worked.*

### Contract

Administrative- Permanent , full time (with six months probationary period)  
Starting- August 1<sup>st</sup>, 2019

### Salary

Fixed salary

### Application

Last day for applications March 15th, 2019

We only accept applications in English and from qualified candidates

Please send your letter of interest and CV to Marisa León, [m.leon@intsch.se](mailto:m.leon@intsch.se)



Making a world of difference

ISS Administrative Searches is proud to assist Stockholm International School with their search for a Middle School Principal.

### **Application Instructions:**

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Please send your letter of interest and CV to Marisa León, [m.leon@intsch.se](mailto:m.leon@intsch.se)

Position can also be found on the school website:

<http://intsch.se/about-sis/work-at-sis/>

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*All application materials should be sent to the school as directed, not to ISS.*

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