

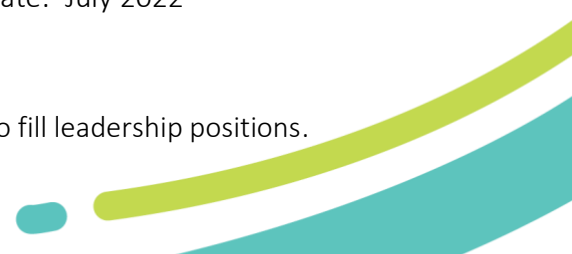
Leadership Search



Director
International School of Krakow
Krakow, Poland

Application Deadline: 14 May 2021
Start Date: July 2022

ISS is pleased to conduct this full search.
Learn more how ISS works with search committees around the globe to fill leadership positions.
www.iss.edu/services/administrative-recruitment



Position Overview

The Director serves as the chief executive officer for The International School of Krakow (ISK), working in partnership with the Board of Trustees (the Board) to implement the school's mission and strategic future.

The Director reports to the Board of Trustees of ISK. The Director supervises all school staff with appropriate delegation.

The Director's performance will be evaluated by the Board in accordance with the terms stipulated in the Director's contract or otherwise mutually agreed upon.

Qualifications

- University degree in educational leadership, business administration, business management, public administration, or related area.
- Minimum of 3 years of experience in a senior leadership position in an international school. Minimum of 10 years in an educational environment, including at least 5 years in a school of similar size (200-400 students).
- Strategic mindset and proven experience in leading schools through a period of significant transformation.
- Experience in managing international school operations and coordinating academic and administrative services to achieve excellence.
- Demonstrated experience in facilitating and maintaining an engaging, functioning, and productive team environment with peers, subordinates, and supervisors.
- Skilled in engaging parents and the broader community in order to promote the school's image and interests.
- Skilled in maintaining open lines of communication with various public agencies, boards, and governmental units.
- Understanding of marketing principles for international schools, ideally with a focus on digital marketing.
- Strong organization, planning, and project management skills.
- Experience in developing and implementing contracts, lease agreements, planning, tendering procedures, finance and accounting preferred.
- Clearance of background check and drug screening.

Personal Attributes

- Engaging, inclusive, energizing, and forward-thinking leader.
- Warm, compassionate, empathetic, approachable.
- Effective communicator who builds strong community relationships.
- Proactive, self-starter, self-motivator.
- Open to change and innovation.
- Confident, consistent, resilient, determined, patient.
- Humble, honest, transparent.

Duties & Responsibilities

- Strategic development
- School operations
- Educational programs
- Student wellbeing & services
- Personnel wellbeing & management
- Budgeting & finance
- Marketing
- Community communication & public relations
- School governance

Salary & Benefits

The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate.

Application instructions found on the final page of this announcement.

Introduction



ISK is seeking a new Director effective July 2022. This key leadership role represents an exciting opportunity to lead a school that is committed to excellence in the intellectual and personal development of tomorrow's world citizens.

With over 30 nationalities among the staff and students, ISK embodies one of the most diverse communities in Southern Poland. The school prides itself on the ability to support the educational and social-emotional development needs of students from all backgrounds. At ISK, students are empowered to pursue whatever future they dream. Having developed both strong academic skills and exceptional personal character, graduates have the tools they need to lead happy, successful and impactful lives.

Mission, Vision, Core Values & Philosophy

Mission

The International School of Krakow is dedicated to excellence in the intellectual and personal development of tomorrow's world citizens.

Beliefs

ISK believes that students should be empowered to be creative and critical thinkers and encouraged to discover and pursue their individual passions and talents in a supportive and caring community.

Every day, ISK students and teachers engage in active, collaborative, inquiry-based learning experiences, drawing upon our diverse intercultural backgrounds. Everything we do is intentionally designed to develop the knowledge, skills, and attitudes that ISK students will need as global citizens.

Transfer Goals

Students who are achieving ISK's mission demonstrate that they can:

- **Create** ethical and sustainable solutions to problems and make positive contributions to their community by applying their skills and knowledge, evaluating information critically, and using technology responsibly.
- **Communicate** ideas effectively for a variety of purposes and settings, in more than one language and using a range of media.
- **Collaborate** empathetically and respectfully to achieve a common goal, while valuing the diverse perspectives of the group.
- **Approach** new situations with wisdom, have the courage to take risks, and persevere so that learning continues throughout life.

The School

School Overview

The International School of Krakow is an independent, not-for-profit, coeducational day school. ISK provides a high-quality standards-based education to the international community in Krakow. ISK offers Early Years, Elementary and Secondary education in English for children ages 3-18.

Fifty-three percent of the faculty hold advanced degrees, including four doctorates, and faculty regularly take part in professional development in order to implement best practices in teaching and learning.

Students study two languages in addition to English, participate in programs that build community and citizenship skills, and develop a holistic approach to learning. For more information, please visit the [ISK website](#).



History

Opened in 1993 as the American International School of Kraków, ISK was originally a satellite campus of the American School of Warsaw, established to serve the families of the U.S. Consulate in Kraków.

The school's role in the community became more important as American and international families discovered the high-quality educational option for their children that would set them up for success when they returned back home. The school continued to grow and thrive, becoming accredited by both the Council of International Schools and the New England Association of Schools and Colleges.

As the school continued to grow, it became apparent that ISK needed a home of its own. Having already moved within the city limits a couple of times, the decision to head to Lusina in 2006, on the outskirts of Kraków, was made very consciously. ISK wanted to be able to offer the students not only room to grow, but open space to play, classes designed with their learning in mind, and ready access to a forest, and natural surroundings.

In 2013, ISK adopted the world-recognized International Baccalaureate Program, and since then the school has celebrated the graduation of a series of highly successful students who headed off to study at prestigious universities around the world.

Accreditation, Affiliations & Sponsors

The International School of Krakow is the only preschool - grade 12 school in Southern Poland to hold accreditation with both the Council of International Schools in Europe and the New England

Association of Schools and Colleges in the United States of America. ISK is also the only U.S. Department of State assisted school in Southern Poland.

ISK is the only school offering its students both the International Baccalaureate Diploma Program and the United States of America High School Graduation Diploma. Upon graduation, ISK students have the option of attending the top universities on virtually any continent.



Board of Directors/Governance

ISK is overseen by a 9-member Board of Trustees. The U.S. Consulate in Kraków acts as the Honorary Chair and appoints the Chair of the Board and one other trustee. The other trustees are either elected (4) by the parents or appointed (3) by the Board.

Community

Parental support is encouraged through ISK's numerous parent clubs, including a Hiking Club, Cultural Activity Club, and the English Conversation Club. Furthermore, parents have the use of the dedicated Parent Room.

The [ISK Parent Teacher Association \(PTA\)](#) organizes over 30 events and initiatives annually, including Bake Sales, Welcome Picnic, Fall Festival, Trunk or Treat, Holiday Market, Parents' Nights, Father and Daughter Dance, Mother and Son Outing, Easter Egg Hunt, Jamboree, monthly PTA General Meetings, and Parenting Talks. These events encompass the entire school population, promoting a spirit of community and inclusion.



Alumni

Each year, approximately 15 students graduate from ISK and pursue further education at [top universities worldwide](#). The school is proud to maintain long-lasting connections with alumni, who are regularly invited to and attend major school events, including the recent 25th Anniversary Gala. It is customary for alumni to visit ISK and reminisce about their positive experiences at the school. Many keep in touch with their teachers and stay connected with the school through social media.

Administration

The Senior Leadership team consists of the Director, 2 Principals, Early Years Coordinator, Curriculum/IB Coordinator, Business Manager and Admissions Officer. They meet weekly to ensure that dialogue is open, a unified direction is maintained, and that planning is continuous.

Faculty

With a staff consisting of highly qualified, creative, caring teachers from many countries throughout its history (currently including Canada, China, France, Italy, Poland, Spain, Ukraine, the UK and the USA), ISK is truly a multicultural institution serving an even more diverse multicultural community.

Students

In the past ten years ISK enrollment has increased from 151 to approximately 300 students, representing over 30 different countries from around the world.



Curriculum/Academic Programs

ISK's Early Years Program follows the Reggio Emilia philosophy of education. The Reggio Emilia approach is an educational philosophy that is focused on the child's individual needs, skills, interests, and awareness of others. The belief that each child possesses the solid potential to develop and grow in relationships with others is central to this approach. Respect, exploration, and responsibility, to others and ourselves, are the underpinnings of this philosophy.

In order to continually provide the best, and most truly international, education for the students throughout Elementary and Secondary School, ISK blends together aspects of several different curricula to facilitate intellectual, social, emotional, and physical learning. For the core courses, ISK draws on standards from the Common Core, American Education Reaches Out (AERO), and Next Generation Science Standards. For the languages, arts, and physical and health education program, ISK draws on additional standards from the province of Ontario, the National Core Arts, the Common European Framework of Reference for Languages, and the national curricula of Poland and France.

Students in grades 11-12 are encouraged to participate in the International Baccalaureate Diploma Programme, either as full Diploma or individual Course students. IB World Schools share a common philosophy—a commitment to high-quality, challenging, international education. Since an IB Diploma requires more credits than an ISK diploma, students who earn an IB diploma normally automatically receive an ISK diploma as well, which is equivalent to a U.S. High School diploma, and authorized by the Department of State.

ISK follows the IB Learner Profile throughout the school as they build the students' capacity toward the IBDP Program in Grades 11 and 12. To provide direction in the teaching and learning process, ISK draws upon the U.S. Common Core for the foundation of its curriculum (AERO for Social Studies, Bridges Mathematics, Next Generation Science Standards and Readers and Writers Workshop for Language Arts), bringing in the best of other curricula from Canada and Europe to supplement these.

All students have the opportunity to fulfill the requirements to graduate with both an International Baccalaureate Diploma and a U.S. High School Diploma. For more information, please visit this page: [ISK Education & Programs](#).

Technology

Students in Pre-K to 2nd grade use iPads and those in 3rd to 12th grade have 1-to-1 Chromebooks or bring their own device. Technology is integrated into all classes and grades. In addition, ISK teaches photo manipulation, basic coding, 3D modeling and printing, and the design cycle in the technology classes.



Arts/Athletics/After School Activities

CEESA

ISK is a proud member of the Central and Eastern Schools Association (CEESA). As such, the secondary students (Grades 6-12) have the opportunity to participate in inter-school events throughout the year. A number of the after-school activities culminate in a trip for students within the CEESA region, including Cross Country, Knowledge Bowl, Football, Basketball, Choir, Speech and Debate, and more.

After School Activities

Consisting of 3 seasons (fall, winter and spring), ISK offers a variety of activities for students in Kindergarten through grade 12, 5 days a week. With as many as 40 or 50 activities offered in any given season, the list is always extensive, but consistently includes Sports (Soccer, Basketball, Cross Country, Volleyball, Swimming, Tennis), the Arts (Choir, Photography, Pottery, Dance, Piano, Guitar), Academics (Knowledge Bowl, Math), and then things that go beyond these descriptors (Read, Chill and Drink Cocoa, Lego, Dungeons & Dragons). While the list changes each season, there is always something for everyone.



Professional Development

The school offers a comprehensive range of professional development for the staff, including participation in external opportunities, work with renowned experts on site, and an annual stipend for personal professional development.

Elementary School Overview

In Elementary School (grades 0 to 5), great emphasis is placed on the core subjects of Language Arts and Mathematics, which are scheduled every day. In Language Arts, classes are taught via a combination of whole-class teaching and groups for spelling, reading fluency and comprehension, creative writing, and grammar, according to the level of the individual student.

Mathematics is also taught using a combination of whole-class and small group instruction according to the level of the individual student, with an emphasis on problem solving and mental math.



Helping children learn – academically, socially, spiritually, emotionally and physically – is the real purpose of schools. ISK believes that empowering students to take control of their learning ensures

it will continue throughout their lives.

Middle School Overview

Middle School is one of the major transitions in an ISK student's life, and a challenge that most students embrace whole-heartedly. Along with a great sense of freedom, students in grades 6-8 develop greater personal responsibility for their work, while still benefiting from the exchange of ideas and emotional growth that come from constructive, supportive small-group interactions. In addition, students in Middle School are assessed and graded along the IB's 1-7 scale. Middle School is also an opportunity for students to learn more about the world, and to stretch their talents. Throughout the year, academic, athletic, dramatic and cultural events are hosted by different CEESA schools, giving ISK students exposure to different cultures and allowing them to achieve the best they can. ISK supports and encourages the participation of Middle School students in these events.

Each Middle School class has an advisory teacher for morning and afternoon registration. In addition, there is an advisory class once a week for each grade level where students do goal-setting, learn time management and organization skills, and come together with their classmates and advisory teacher for social, emotional and academic support. This space is there to promote student advocacy and student voice and offers another layer of support to students in this transitional time.

High School Overview



Starting in grade 9, students earn credits for the courses they take, and over the four years of high school will accumulate a minimum of 25 credits in order to graduate with an ISK diploma. Students are graded along the 1-7 IB scale.

As in Middle School, students continue to be guided by a homeroom teacher and advisory teacher (grades 9-10), and although academic demands are greater, students are encouraged to continue to participate in activities which develop their potential and build a portfolio to facilitate admission to university. The service-learning and CAS programs play a significant role in this process, as does the Secondary School Guidance and University Counselor.

ISK is an IB World School offering the students the opportunity to graduate from one of the most well-known and highly respected academic programs in the world. Requiring students in grades 11 and 12 to commit to a variety of academic subjects from different disciplines, as well as completing Service-Learning projects and Extended Essays, the IBDP ensures students are prepared to thrive in University and beyond. Being an official College Board testing center, high school students may take PSAT, SAT I and SAT II exams, which assist in their

university preparation and in the application process. For more information, please visit this page: [ISK Education & Programs](#).

Campus

ISK is located just south of Kraków in Lusina on a secure, gated campus. Surrounded by forests with large open areas on campus, ISK students have ready access to nature and space to play. The classrooms are all designed to encourage the students to learn in cooperative groups with areas for class meetings, work in centers, and independent learning. ISK has an indoor gym (affectionately called "the Bubble"), a synthetic sports field, two playgrounds, a multipurpose room, including a food service area, for assemblies and lunch hours, purpose-built music and art rooms, and a library containing the second largest English book collection in Poland.

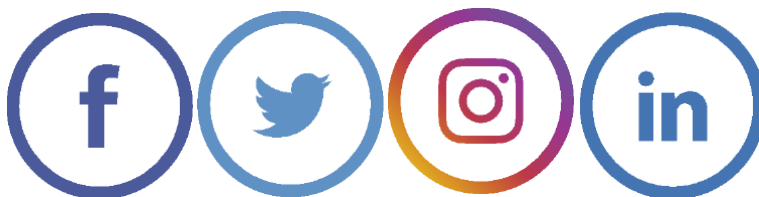


Fast Facts

Year Established	1993
Accreditation Agency	NEASC, CIS
School Type	Coeducational, Day School
Language of Instruction	English
Total Enrollment	288
Lower School Enrollment	137
Middle School Enrollment	82

Upper School Enrollment	69
Student Nationalities	36
Average % Home Country Nationals	37%
Student Age Range	3 - 18
Percentage of Annual Student Turnover	20 to 25%
Student to Teacher Ratio	6:1
Number of Faculty	51 teachers, 10 assistant teachers, 3 upper admin, 6 business + front office
Faculty Nationalities	Canada, China, France, Italy, Poland, Spain, Ukraine, UK, USA
Percentage of Annual Faculty Turnover	9 to 10%
Tuition (2020-2021)	EY: 37,260.00 PLN Application fee for EY: 2,500 PLN
Annual Operating Budget	G0-12: 61,065.00 PLN Application fee for G-12: 6,350 PLN Circa 4 million EUR or 17 million PLN
Number of Board Trustees	9
Average Class Size	16

Follow ISK to Learn More



Application Instructions

Effective Date: July 2022

Application Deadline: 14 May 2021

Ms. Pauline O'Brien, Director of Administrative Searches & Governance Services, will serve as the lead consultant for the International School of Krakow Director search. She will be assisted by Ms. Anna Santori and other members of the ISS Administrative Search Team.

In **one** PDF document, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV (please do not send a CV that has your photo*) to execsearch@iss.edu. You will be contacted by Anna Santori regarding the next steps to follow for consideration.

Our considerations:

- International Schools Services (ISS) is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Hiring is contingent upon a successful background check.
- Applicants of all nationalities are welcome to apply.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as International Schools Services (ISS) and The International School of Krakow reserve the right to close the selection process at any time.

* ISS is committed to "Making a World of Difference" in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. One of our commitments is to remove photos in recruitment files. You can read more about our commitments here: <https://www.iss.edu/what-iss-will-do-now>.