

## Leadership Posting

Director  
Vienna International School  
*Vienna, Austria*

Application Deadline: November 14, 2021  
Start Date: August 2022 (negotiable: 2023)



# Vienna International School **director search brochure.**

Vienna International School is looking  
for a new Director for August 2022  
(negotiable: 2023).

Our mission is to empower all of our students to be successful and responsible in a nurturing and diverse learning community, so that they can achieve their potential in a changing world.

In harmony with the ideals of the IB Learner Profile, and the spirit of the Universal Declaration of Human Rights, we aim for students to be inquiring, inspired, and involved lifelong learners.



# We are international.

Vienna International School was founded in 1978 to provide high quality education in English for the children of the new United Nations head offices in the city. Until today, over 80% of the VIS families belong to Vienna-Based International Organisations (VBOs).

Truly international in its composition, VIS is home to 126 nationalities and 86 mother tongues within a student body of over 1360. The school is an IB World School, authorized to teach the IB PYP, MYP and DP curricula, and was recently re-accredited by the Council of International Schools.

95% of students will normally complete and pass the IB Diploma. More than 200 teachers make for a 1:7 teacher:student ratio and promote a holistic development of the children.

Being committed to the UN Charter, VIS is an inclusive school. Believing in the value of the UN Sustainable Development Goals, the school was the first educational institution in Austria to be granted ECO-status. A multitude of additional offers help students to become the best person they can be.

As a legal entity, VIS is an association under Austrian law, with seven Board members, both parent elected and appointed by the VBOs.







## The position.

The Director is ultimately responsible to the Board of Governors for all aspects of school life. This includes the pedagogical and the financial side.

The Director is supported by the Principals and Deputy principals, by a Business manager, a Facilities manager and a Finance manager. The Human Resources department reports directly to the Director.

In close cooperation with the Board and the staff, the Director is expected to continuously build a culture of trust and respect, engagement and collaboration, learning and understanding in order to best serve the community.

An interest in developing facilities and in data-driven decision making is important. The Director has excellent communication skills and a positive attitude to working with all stakeholders, including the Host Government and the school's Staff Council.

Please see the web link to the detailed job description: [Director Search JD](#)

The position is remunerated at a level commensurate with experience and the responsibility of the role.

## The person.

The successful candidate will meet the following requirements:

- An experienced, reflective educator with a passion for learning
- A leader and team player, able to work with a diverse community
- A good communicator and listener; able to speak more than one language
- A successful Director/Head of an international school
- Understanding leadership as service with the ability to build a positive school culture
- Demonstrate a collaborative, collegiate, and inclusive approach to management
- Familiar with IB curricula and inclusive school challenges
- Positive attitude towards IT in education and 21st century approaches
- Business acumen
- Perseverance in solving complex problems
- An internationalist and global thinker, with an advanced university degree in education (Masters or Ed.D.)





# Application procedure.

Interested and qualified candidates are invited to submit:

- A cover letter outlining why they are interested in VIS (one page)
- A current C.V. (one page)
- A statement of educational philosophy (one page)
- A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate's permission).

**All applications will receive an automated response.**

In line with GDPR, we ask candidates do NOT send any information that can identify children or any Sensitive Personal Data (racial or ethnic origin, political opinions, religious beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in the CV and application documentation.

Following this notice, any inclusion of Sensitive Personal Data will be understood by us as an expression of consent to process this information going forward. We also ask applicants to remember not to mention the information or details of anyone (e.g. referees) who have not previously agreed to their inclusion.

Professional dossiers may also be submitted by the candidate, but the School's Search Committee reserves the right to apply directly to the writers of open testimonials for confidential statements. All enquiries and applications should be directed to the address given below.

Applications should be sent by email in one file with a size not exceeding 5MB.  
Please address your application to: [leadershiprecruiting@vis.ac.at](mailto:leadershiprecruiting@vis.ac.at)

Deadline for receipt of full applications: **Nov 14, 2021.**

VIS encourages applications from candidates with diverse cultural and geographical backgrounds. The shortlist will be established by mid-December with finalist interviews early January 2022.





# Contact US.

+43 1 203 55 95 / 312

Strasse der Menschenrechte 1  
A-1220 Vienna

[www.vis.ac.at](http://www.vis.ac.at)  
[leadershiprecruiting@vis.ac.at](mailto:leadershiprecruiting@vis.ac.at)

Instagram  
[@vienna\\_international\\_school](https://www.instagram.com/vienna_international_school)

Twitter  
[@VIS\\_Austria](https://twitter.com/VIS_Austria)

Facebook  
[@ViennaInternationalSchool](https://www.facebook.com/ViennaInternationalSchool)



**Inquiring. Inspired. Involved.**

## Leadership Posting

### Instructions

Interested and qualified candidates are invited to submit:

- A cover letter outlining why they are interested in VIS (one page)
- A current C.V. (one page)
- A statement of educational philosophy (one page)
- A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate's permission).

**All applications will receive an automated response.**

In line with GDPR, we ask candidates do NOT send any information that can identify children or any Sensitive Personal Data (racial or ethnic origin, political opinions, religious beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in the CV and application documentation.

Following this notice, any inclusion of Sensitive Personal Data will be understood by us as an expression of consent to process this information going forward. We also ask applicants to remember not to mention the information or details of anyone (e.g. referees) who have not previously agreed to their inclusion.

Professional dossiers may also be submitted by the candidate, but the School's Search Committee reserves the right to apply directly to the writers of open testimonials for confidential statements. All enquiries and applications should be directed to the address given below.

Applications should be sent by email in one file with a size not exceeding 5MB. Please address your application to: [leadershiprecruiting@vis.ac.at](mailto:leadershiprecruiting@vis.ac.at)

Deadline for receipt of full applications: Nov 14, 2021.

VIS encourages applications from candidates with diverse cultural and geographical backgrounds. The shortlist will be established by mid-December with finalist interviews early January 2022.