



INTERNATIONAL
SCHOOLS SERVICES

Making a world of difference

Director
Anglo-American School of Sofia
Sofia, Bulgaria

Deadline: May 21, 2018

History of School



The Anglo-American School of Sofia (AAS) is a private secular school without affiliation to any religious denomination, political party or interest group.

1967 - AAS was established to meet the educational needs of children from the embassies of the United States and the United Kingdom. At that time, a very small group of students (less than 15) studied in a small building in downtown Sofia.

AAS grew (to almost 30 students) and moved to the neighbourhood of Knyazhevo. Little by little, the

school enrolled students from foreign businesses and other embassies, in addition to the US and UK diplomatic missions.

As more students joined AAS, the campus was split with Elementary students staying in Knyazhevo and students in grades six to eight (Middle School) moving to a floor in the US Marine House near Studentski Grad. It was around this time that Bulgarian students were permitted by the authorities to attend AAS.

1998 - AAS students moved to Mladost and rented space at the American College of Sofia.

September 2006 - AAS moved to our current location and began the process of becoming a Pre-K to Grade 12 school. The AAS school building is now an outstanding combination of modern style and Bulgarian revival architecture.

2010- AAS celebrated its first graduating class. View the Fall 2010 NewsLinks AAS Graduation Article.

August 2012 - AAS completed a significant building project, doubling its building capacity.

Today - We are a full-service, open admissions, international school with over 540 students and over 130 dedicated staff committed to engaging and supporting our students and community at large.



Mission and Core Values

The AAS Mission

We engage, support and prepare each student for today and tomorrow.

Ние ангажираме, подпомагаме и подготвяме всеки ученик за днешния и утрешния ден.

We...

- foster a love of learning, healthy living and international community;
- develop the knowledge, skills and values to communicate, find solutions and innovate;
- enhance critical thinking, resourcefulness and creativity;
- cultivate leadership, compassion and responsible citizenship in both attitudes and actions;
- nurture the abilities to interact effectively with others and to act independently with confidence.



Our Core Values

Commitment, Respect, Excellence

Всеотдайност, Уважение, Съвършенство

Commitment

- Academics, athletics, arts, service and sustainability collectively support our mission.
- We believe that learning is a lifelong journey that is transformative, collaborative and explorative.
- We appreciate and celebrate that the achievements of our holistic approach promote continuous growth.
- Self-awareness, willingness to push beyond limitations, and the desire to see things through to completion contribute to intellectual, social, emotional and physical well-being.



Respect

- Integrity, empathy, mutual respect and consideration, and an ethical environment commensurate with the United Nations Declaration of Human Rights support our mission.
- We believe that embracing a mix of cultures, talents, experiences and socioeconomic diversity makes AAS an authentic and fulfilling place in which to learn.
- We appreciate and celebrate people as individuals with unique talents and abilities.
- Wisdom and caring promotes the development of attitudes, values, self-regulation, relationships and responsible citizenship.



Excellence

- Challenging, authentic and connected curricula, programs and assessments draw on the best international practices, help students develop the IB Learner Profile traits, and meet the requirements of our accreditation agencies to support our mission.
- We believe in encouragement, perseverance, cooperation, acceptance of individual responsibilities, and the provision of diverse and engaging learning opportunities for students.
- We appreciate and celebrate that successful learning and achievement takes many forms.
- Graduates leave AAS with more than experience and knowledge; they leave with confidence and an understanding of the role they may play in shaping the future.

AAS Vision 2015-2025

Recognising that AAS has achieved tremendous growth over the last ten years, and that the school is committed to engage, prepare, and support each student for today and tomorrow, the Governing Board endorses the following development goals, along with principles to guide such development, over the next ten years:

- We are dedicated to excellence and innovation. We aim to ensure that each graduate is able to pursue successfully the post-secondary path of his or her choice.
- We will undertake all improvements with a commitment to sustainability in the broadest sense -- educationally, environmentally, financially, and institutionally.
- We recognise the need to grow and mature as an organization, while preserving the best aspects of our warm and friendly atmosphere.
- We support continued student population increases to fully utilize existing and planned facilities. While educational quality, financial sustainability, and facilities will determine the optimal student population size at any given time, the Board envisions growth to approximately 600 students by 2025.
- We maintain that educational quality and financial sustainability are the paramount considerations regarding decisions concerning growth.
- We endorse construction of a "Phase IV" expansion of the school to include an auditorium, additional flexible learning spaces, athletic and arts facilities of appropriate size and functionality. These spaces will support students' growth as global citizens and promote a variety of lifelong activities including the arts, athletics, entrepreneurship, and leadership.



- We work to advance an innovative academic program that prepares students for the twenty-first century and meets the needs of diverse learners.
- We will prudently seek financial, institutional, and educational resources from alumni and the broader community.
- We will develop, enhance and maintain strong connections to the community to exemplify the role and effect on society that we expect of our students and graduates.

Philosophy of Education

The educational philosophy at the Anglo-American School of Sofia is guided by our mission to engage, support, and prepare each student for today and tomorrow.

Appropriately challenging standards and an appreciation for the child as a whole are at the heart of our approach to teaching and learning. AAS educators use a variety of hands-on and minds-on experiences to foster each student's natural curiosity about the world around them.



Our formal curriculum is anchored in standards and benchmarks from our Pre-Kindergarten program up through to the International Baccalaureate (IB) Diploma Program, with an emphasis on concept-based and experiential learning. Teachers use a variety of teaching techniques to best meet the unique needs of each student. At times students may be engaged in guided inquiry, collaborative research and self-discovery and, at other times, they may work with a small group or receive one-to-one support.

Elementary School



The AAS Elementary School is comprised of pre-kindergarten through to grade 5. The Elementary School fosters the keys skills of exploration and problem solving in a caring, diverse, and international environment.

All students follow an established curriculum, which is a mixture of the best practices from the United Kingdom and the United States. There is also a large emphasis placed upon the understanding and appreciation of global citizenship, and this is a strong theme followed throughout the elementary experience. The curriculum encompasses Mathematics, Language Arts, Social Studies and Science and also regular specialist teaching in subjects such as Art, Music, and Physical Education. Although the language of instruction is English, Bulgarian and French are offered as world language options.

Students all enjoy the modern and purpose-built facilities at AAS and a wide range of technology and equipment is at their disposal. The facilities in the Elementary School allow for diverse and wide-ranging teaching strategies and styles.

Each Elementary classroom teacher is supported by a classroom teaching assistant. Every effort is, therefore, made to ensure that all children receive the individual attention that they need in order to meet their learning capabilities. Teachers in the Elementary School value the learning of their pupils and offer many valuable opportunities for students to become confident, independent learners, experiencing success in all areas of school life.

Middle School



The "middle years" are a journey of significant emotional, social, physical and intellectual growth. This journey is truly exciting (complex, fun, frustrating, enriching and wondrous) and follows many different paths. It is important to turn bumpy paths into learning opportunities and to celebrate when we reach scenic lookouts. With this in mind, we hope our students engage and explore while learning new skills, honing strengths, and striving to be confident, happy and caring citizens. Our understandings are an extension of our experiences in international schools and AAS' history of

providing quality education. Specific to Middle School, we support the ideals of the Association of Middle Level Education (AMLE), the National Association of Independent Schools (NAIS) and the European League for Middle Level Education (ELMLE).

At AAS, the Middle School comprises grades 6, 7 and 8. AMLE and NAIS believe successful Middle Schools are characterized by a culture of educators who value working with this age group and each student has an adult advocate. The Middle School at AAS is modeled after these beliefs, and we look to provide an environment that is inviting, supporting and safe allowing for high expectations for every member of our learning community. Additionally, we respond to and provide for the unique developmental needs of middle school students with a rigorous yet supportive program of studies.

High School

High School is a time of further exploration. It is also a time of looking to the future while staying in the present. While it is a time when the academic stakes may be considered higher, the adage that students do not care how much you know until they know how much you care continues to be very true and most relevant.

High School at AAS comprises grades 9 through 12, and it is characterized by a rigorous academic program of



studies combined with activities and pursuits beyond the classroom. During High School years at AAS, students have opportunities to develop skills, knowledge and values, as well as to find solutions, innovate and communicate in a world they are building and shaping. We are a community of learners who are committed to learning and becoming responsible citizens.

Key Features

CAMPUS

Our state-of-the-art campus is located at the foot of Vitosha Mountain, in the Pancharevo district of Sofia. AAS boasts 8 hectares of land. The school complex is unique and one-of-a-kind in Bulgaria. It combines the colors and traditions of the Plovdiv revival houses and state-of-the-art architectural design.



The AAS award-winning facilities successfully combine exceptional design and functionality with energy efficiency. Through care and hard work, AAS has earned several notable distinctions, including Most Ecological Building of the Year 2006, LEED Gold EBOM 2012 (Leading in Energy and Environmental Design for Existing Building Operations and Management), Education Building of the Year 2012, and LEED Gold New Building 2013 (in this case earning the highest green score ever for a new building in Bulgaria).

Our school has two large wings (the Balkan Wing and the Vitosha Wing). Our facilities include a green roof, many open multi-purpose areas for flexible learning environments, solar panels for



heating water, photovoltaic roofed covered parking to collect energy, and a self-supporting water system that allows us to reuse grey-water for our toilets and irrigate our green spaces with biologically cleaned grey-water (for greater detail, please view the Sustainability page).

Our students enjoy a rich variety of indoor and outdoor sports facilities, including two outdoor sports fields, outdoor basketball courts, two tennis courts, two large gymnasiums, a fitness room, and a student-designed playground that includes a zip-line and a toboggan hill. All classes have access to 2 modern and

well-maintained ICT labs (robust wireless throughout the school), 4 fully equipped art and music rooms, a performance stage and a Black Box Theatre. We are proud of the 800 m2 library with over 18,000 volumes, utilizing Follett and Ebsco online library catalogues, as well as Tumble Books and other assorted online media. We also have modern science labs, spacious, well-equipped classrooms and ample community space allowing for exploratory learning, comfort, innovation and growth.

ACCREDITATION AND MEMBERSHIP

Accreditation

AAS is accredited by NEASC (New England Association of Schools and Colleges) and CIS (Council of International Schools). AAS first earned accreditation in 1985. AAS has accreditation in good standing with the above agencies.

Authorization

AAS is an IB World School and is authorized to do the IB Diploma. AAS began the IB Diploma in the 2008-2009 school year. At this time AAS did not have a Grade 12 class. The Grade 11 class was the oldest at this time. This class became AAS' first graduating class and IB DP class in 2009-2010 school year (May 2010).

2008-2009 - AAS begins IB DP

2012-2013 - 5-year authorization successful

2018-2019 - next 5-year authorization



Affiliation & Membership

AAS is an active member of CEESA (Central & Eastern European Schools Association). This group provides AAS and the region a very solid foundation for professional development, emergency preparation support and a community of like schools for inter-school sports, arts and activities.

In the 2013, AAS became a member of COBIS (Council of British International Schools).

AAS BOARD

The School Board of Directors governs the Anglo-American School of Sofia. The role of this group is to govern, not manage, the school. In other words, the Board develops policies, financial guidelines, and long-term strategic plans. It vests leadership and management-related issues to the Director who, in turn, works with faculty and staff to implement the best educational program possible within the parameters provided by the Board. The Board is guided in its governance by the school's board policy manual.

There are nine voting members of the School Board. The American Ambassador appoints four board members including the Chairperson. The British Ambassador appoints four Board members including the Vice-Chairperson. The Parent Teacher Organization President is the ninth board member. Ex-officio and non-voting members of the school board are the Director of the School, the Business Manager, and an elected Staff Representative. The Board works to reflect the diversity we have in our school community. The majority of members are currently parents at the school. Our Board members bring different types of expertise to their role as a Board member (management, policy, finance, diplomacy, marketing etc.). Our Board members are volunteers, and in addition to serving on the Board as a whole, they also serve on respective Board Committees. The Board usually meets on the fourth Tuesday of every month (excluding July and December).



ATHLETICS

As one of the pillars of our institution, we provide a competitive interscholastic athletic program intended to enrich and enhance the educational experience of our students. At AAS, we believe



athletics are a way to engage, support and prepare our students for today and tomorrow. Our athletic community values teamwork, school spirit, and the development of individual skills and self-esteem through training and competition. Emphasis is placed not on winning and losing, but on meeting the challenges of competition to the best of our ability. We believe coaches are both teachers and role models for our athletes and should therefore foster a positive attitude, respect for fair play, and a commitment to lifelong fitness.

ARTS

You can see, hear, touch, feel, and smell creativity around every corner at AAS. Our teachers are prized for their creativity and seek every opportunity to share their talents.

Our highly qualified team of specialists ensures students can extend their creative thinking and expression through the visual and performing arts. We offer Visual Arts, Music, Theatre, Dance and Digital Arts as discrete studies throughout the curriculum.



Our arts educators, who are practising artists themselves, offer a program developed to meet the needs of a wide range of students.

The AAS approach to the arts is highly practical, and our students always work toward sharing their creativity at public events. They practice, rehearse, select and reflect (as artists do) in order to show their best work.

We always perform, we always exhibit, we always present; this becomes instinctive for AAS Arts students. To those wishing to develop their talents to pre-university level, we offer IB Visual Arts and IB Theatre.

ACTIVITIES

Our school is heavily involved in athletics and other educational activities such as Robotics, Knowledge Bowl, and Speech and Debate organized within CEESA.

Aside from CEESA activities and athletics, the secondary school offers activities such as: Taekwondo, Aikido, hip-hop dance, fitness and weight training classes and oriental dance. Generally, these activities are offered by professionals that are not part of AAS staff, and they are not included in the tuition fee.



COMMUNITY SERVICE

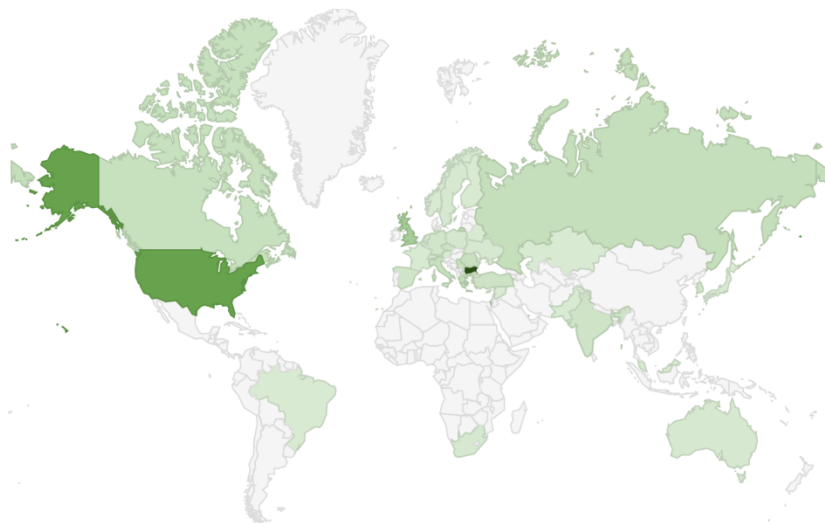
AAS is a socially responsible member of both local and global society. We aim to enrich the social growth of our students and to give back to Bulgaria.



AAS is an active member of the Bulgarian Business Leaders Forum and the American Chamber of Commerce, as well as other chambers, including British-Bulgarian Chamber of Commerce, Bulgarian-Swiss Chamber of Commerce, and the Hellenic Business Council in Bulgaria.

STUDENT PROFILE

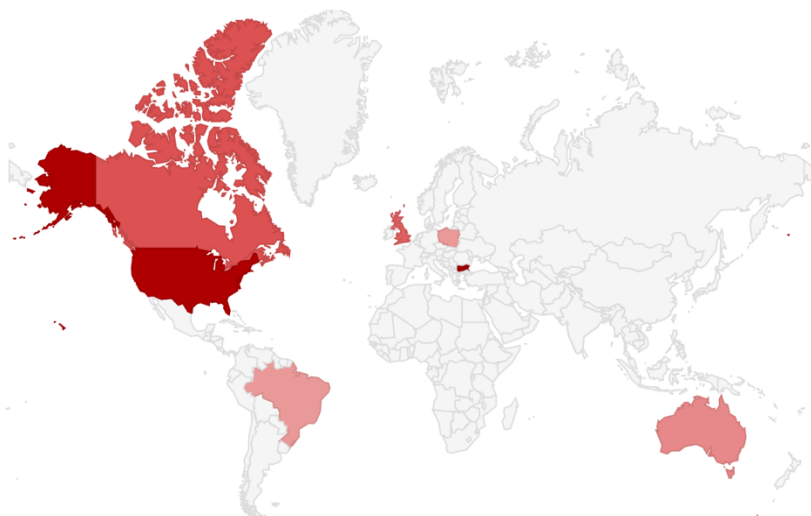
Engaging, curious and poised are just some of the words people use to describe AAS students. Our students recognise that learning goes beyond academic prowess. Learning also includes growing and contributing in the facets of arts, athletics and service.



AAS students come from over 45 countries, including Bulgaria. Some of our students are here for a short period of time due to the transitional nature of their parents' careers (e.g., diplomatic, NGO, international corporations). Some of our students are at AAS for many years, with a small number studying from Kindergarten through Grade 12.

FACULTY

Caring, dedicated and talented are just some of the words people use to describe AAS staff members. Our staff recognise that serving at a school is a privilege. Regardless of one's role at AAS, we work to be our best in the name of serving students. Through best teaching practice and modeling we facilitate the intellectual, social, emotional and physical growth of our students.



AAS faculty come from over 10 countries. They are experienced and highly trained with education backgrounds ranging from bachelor's degrees to doctorates.

SCHOOL VIDEOS

[Official video](#)

[Extended video](#)

Position Overview

The Position

It is essential that the new Director recognise and be open to embracing the cultural and linguistic environment in which AAS is situated. S/he will build upon the successes of the current leadership team, while at the same time bringing new and innovative ideas without changing the path on which the school has embarked.

The ability to manage potential enrollment growth at the same time as managing addition of new buildings/classroom spaces on campus, including the new Arts and Design Centre, will be essential. With that, the new Director could make a lasting impact on AAS, of which generations of students will be the deserving beneficiaries.



Academic and Professional Qualifications Preferred

- An advanced degree, with a credential in school administration
- Previous successful international experience in executive or administrative roles, particularly as a school director or similar position

Qualities and Attributes Sought in the New Director

- Exemplary moral standards / balanced life-style
- Successful and innovative educational leader
- Dedicated to future-ready learning
- Committed to a high standard for academic achievement
- Strong instructional leader / knowledge of IB curriculum / research-based approach to education / learning-focused / understanding of inclusive education pedagogy
- Able to create and maintain a culture of excellence through leadership by example
- Willing to embrace and appreciate the host country culture / multicultural / international-minded / interest in learning languages – including Bulgarian
- Respectful of all / relationship builder / people person / empower others
- Leader in the larger community / able to represent AAS in Bulgaria and abroad

- Promote, support and engage in school activities – the arts, sports, etc.
- Genuine interest in getting to know all students / able to inspire, motivate, and encourage students to do their best
- Financial acumen
- Warm, kind, caring, friendly, brave, sense of humor, fair, honest, intelligent, intuitive
- Strong communication skills
- Experience with campus construction projects
- Not afraid to make tough decisions
- Committed to working hand-in-hand and in full transparency with the Board of Directors
- Ready to support and implement processes to achieve new efficiencies/improvements in school management and governance
- Proactive management style with a proven ability to delegate authority, recognise good ideas from others, and develop functional teams
- Willing to commit for a minimum of 5 years.

SALARY & BENEFITS

An initial three-year renewable contract offers a regionally competitive package of compensation and benefits commensurate with the responsibilities of the position.

Application Instructions

Effective date: August 1, 2019

Application Deadline: May 21, 2018

ISS Vice President Administrative Searches & Governance Services, Dr. Beth Pfannl, will serve as the lead consultant for the Anglo-American School of Sofia Director search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is May 21, 2018. However, ISS and the AAS Search Committee reserves the right to conclude the search at any point in the process when a successful candidate is identified.

Semifinalist candidates will be identified by ISS and their dossiers will be forwarded to the search committee. All candidates for this position must have a current ISS profile to ensure that credentials are provided in a uniform and consistent manner. There is no fee associated with this application.

Steps to apply: Follow the instructions below to create your quick ISS administrative profile

Current ISS candidates:

- 1) Draft a formal letter of interest (cover letter) specific to this position no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position.
- 2) Attach your updated CV
- 3) Save your letter and CV in PDF format

- 4) Submit via email to Dr. Beth Pfannl (bpfannl@iss.edu) and copy Ashley Wotowey (awotowey@iss.edu). **Please only submit the required letter, all supplementary materials should be uploaded to your online documents portfolio via your ISS dashboard
- 5) Upon receipt of your letter, you will be recorded as a candidate, and your ISS file will be sent to Dr. Pfannl

New & Returning ISS candidates:

- 1) Complete the steps above to submit your formal letter of interest and CV
- 2) Create or update your ISS file by completing the online ISS application. When you reach the Payment Page, find the field labeled "Coupon Code" and type in **2018ISSAdmin** to waive your membership fee. Your application will be reviewed by the ISS team to make sure all the necessary information is present. This process can take several days, depending on the time of year. **Please email Ashely Wotowey, Administrative Search Coordinator, if you need assistance: awotowey@iss.edu.
- 3) Begin to build your professional dossier. Upload supporting documents (certifications, educational philosophy, current resume, and open letters of reference) through your ISS candidate dashboard.
- 4) File Activation. Once your confidential reference forms have been received and your file is "active" your file will be made available to Dr. Pfannl and the search committee.

ALL Candidates:

This search requires that (at minimum) the following materials be uploaded to your ISS online portfolio: Educational Philosophy/Leadership Style and Current CV/Resume (under 2 pages).

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and AAS reserve the right to close the selection process at any time if an ideal candidate is found.

