

Leadership Search



Director of Technology and Innovation American International School of Budapest

Budapest, Hungary

Application Deadline: January 7, 2022

Start Date: August 1, 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 American International School of Budapest is seeking an experienced and progressive leader to assume the Director of Technology and Innovation role from August 2022. The successful candidate will join a team of highly professional and dedicated educators ready to implement a new vision and strategic plan with a strong focus on preparing the AISB community for the future.

The Technology and Innovation (TI) Director, reports to the Director and works closely with the Finance and Operations Director and divisional leaders. The TI Director is a member of the AISB Senior Leadership Team and works across all three school divisions, and all school operations.

The TI Director utilizes their experience and expertise to oversee and lead the continuous development and improvement of business and educational technology in the school.

The TI Director will draw upon their leadership experience and skills to engage and empower the IT Department, Senior Leadership Team, and faculty to leverage technology to enhance learning.

Building on the school's vision and strategic plan, the TI Director will investigate, review, and implement new innovations to ensure the school's program, resources, and learning environment all address the future needs of our students.

Direct Reports

IT Department

Duties & Responsibilities

Leading a Shared Vision

- Ensure the school's mission, vision and values are central to all decisions and influence learning in the school
- Develop long-term plans aligned to fulfilling the AISB vision
- Strive for excellence in all areas of the school's operations
- Collaborate with the Senior Leadership Team on the implementation of the Strategic Plan.

Leading a Culture of Learning

- Develop structures and systems to ensure all students, faculty, and staff receive the support they need to flourish
- Promote a culture focused on developing a growth mindset in all aspects of learning and for all community members
- Remain up to date on research and trends in education, and lead conversations to ensure AISB remains at the forefront of best practice
- Lead initiatives and carefully manage change to ensure the focus remains on the learning and the learners
- Collaborate with the Directors of Teaching and Learning to provide guidance and support on improving curricular design and implementation
- Develop review processes to evaluate, select, purchase technology and systems to support learning and communication

- Collaborate with the Directors of Teaching and Learning to collate, analyze and present data through the school's assessment and student information systems
- Collaborate with the Librarians to maintain a digital citizenship and Information literacy curriculum
- Lead the school's approach to GDPR, providing training and guidance to the community to mitigate data breaches
- Provide direct instruction or technical support for stakeholders when required

Leading Innovation

- Provide guidance on developments in the fields of educational technology, innovation, design thinking, and engineering
- Share current research and trends in educational technology, pedagogy, and learning
- Lead the information technology/media literacy department. Collaborate with Librarians, and Technology teachers (Design Tech, Programming, STEAM, EPIC, etc.) to help AISB become future-ready today
- In consultation with the divisional principals, maintain and review technology, design, and resources (e.g., software, online subscriptions, apps)
- Develop, implement and maintain a technology plan to ensure the ongoing enhancement of technology systems and integration within the school.

Leading a Culture Focused on Student Wellbeing and Safeguarding

- In collaboration with the Safeguarding Lead, ensure the development of recording systems to document all child safeguarding incidents in the school
- Ensure a safe online learning environment through the use of preventative systems and education
- Identify threats facing the school community and proactively look for solutions
- Provide guidance to the community about safe online practices and a positive online presence
- Develop policies and procedures to protect student data.

Leading Human Development & Empowerment

- Empower and lead the IT Department
- Lead the IT Department to implement new innovations, support learning, and develop infrastructure and systems across the school
- Facilitate professional development opportunities for faculty and staff to deepen the school's collective understanding of innovation, design, and inquiry
- Manage disruptive and continuous change effectively while keeping well-being at the forefront
- Collaborate with the Directors of Teaching and Learning to manage the IT Professional Development fund.

Operational Leadership

- Lead the IT Department in providing state of the art, server, network, data integration, and student Information systems
- Establish and assess organizational and security systems for the school
- Evaluate all software and hardware options, making recommendations ahead of the procurement process
- Construct a cycle for the purchase of hardware and software that will provide a state-of-the-art learning environment
- Leads training on core systems like Veracross for all relevant stakeholders within the community
- Work with the divisional principals, and design teachers and assistant teachers to update and maintain the design spaces throughout the school
- Coordinate with the IT Department to monitor and administer the school's networks and network services
- Manage the technology Operational Expenditures (OpEx) and Capital Expenditures (CapEx) budgets
- Prepare the annual operating and capital budgets for technology
- Ensure accurate software licensing and inventory
- Maintain the school's fixed asset registry for technology
- Review and maintain the Data Protection Policy

Leading in the Community

- Attend and support school-wide events
- Actively engage in the AISB community and Hungarian culture
- Represent the school at workshops and conferences
- Engage with international school accreditation
- Use professional networks to link ideas, people, both locally and internationally
- Build partnerships with local, national, and international organizations.

Personal Leadership Resources

(Adapted from The Ontario Leadership Framework)

Cognitive Resources

- Utilize and further develop problem-solving expertise in advancing the aims of the school
- Apply knowledge of effective school and classroom practice to impact student learning positively
- Develop systems thinking to establish consistent protocols and procedures within the school
- Openly accept and consider different perspectives
- Demonstrate initiative, flexibility, and follow-through
- Illustrate efficient and effective organizational and time-management skills.

Social Resources

- Serve as a model for all members of the community in perceiving, managing, and regulating emotions in a healthy manner
- Encourage emotionally and socially appropriate behaviors
- Be available and approachable, demonstrating a genuine interest in people
- Utilize strong emotional and interpersonal skills to navigate complex issues.

Psychological Resources

- Create a culture that is optimistic and positive in tone and practice
- Demonstrate appropriate self-efficacy and teamwork based on context
- Foster resilience within all members of the school community
- Be proactive, identifying areas for improvement beyond the defined scope of the role
- Maintain balance, recognizing the importance of personal well-being.

Communication Skills

- Demonstrate and further develop effective public speaking, creating a sense of credibility and competence
- Communicate the school's guiding statements consistently and influence others in maintaining them
- Effectively promote the aims of the school and progress in meeting those aims in conversations, writing, and public speaking
- Convey a strong sense of impact and presence
- Communicate proactively, effectively, and with appropriate transparency, in English, both in written and oral form.

Skills, Experience, & Attributes Sought

- Five or more years of experience in a technology leadership role
- Recent, successful leadership experience leading school innovations
- Responsibility for the management of a school's technology and communications infrastructure, systems, and platforms
- Experience with tendering and procurement processes
- A track record of co-leading, collaborating and sharing expertise with colleagues, faculty, and staff in the pursuit of learning
- Successful teaching experience in Elementary, Middle, High School, or leading adult learning
- Understanding of international school curriculum needs
- Is up to date with the current innovations in education
- Effectively implements differentiation strategies to meet the needs of adult learners
- Demonstrated experience in leading an institution through innovative technology developments
- Extensive knowledge of General Data Protection Regulation (GDPR) requirements and the subsequent policies, procedures, and measures to mitigate against data breaches in a school environment.
- Effectively implements differentiation strategies to meet the needs of adult learners

Academic & Professional Qualifications

- Master's degree in technology leadership or school leadership
- Education qualifications

Salary & Benefits

Competitive salary, pension, travel allowance, housing and utilities, professional development allowance, and technology provision

*AISB takes child safeguarding measures seriously.
Appointments are subject to satisfactory enhanced criminal checks.
AISB is an equal opportunity employer.*

Application instructions found on the final page of this announcement.

The School

AISB is a private, non-for-profit educational institution.

AISB currently serves the needs of a rapidly expanding international population, including families of the local and expatriate business and diplomatic communities and host-country nationals.

AISB offers an international curriculum from Multiage 3 through Grade 12, informed by best teaching practices. At the high school level, the school offers the full International Baccalaureate (IB) Diploma Program in addition to the American High School Diploma. AISB's basic tenet is to provide an international education through an American pedagogical approach, which highlights critical thinking skills, creativity, and inquiry-based learning.

The School is a member of the Central and Eastern European School Association (CEESA), Sports Council of International Schools (SCIS), International Baccalaureate (IB), and the International Schools Theatre Association (ISTA).

AISB has a very strong Student Support Program and Service Learning Program running throughout the entire school. AISB graduates are welcomed each year to a broad range of the World's most selective colleges and universities.

Mission & Values

Mission

We empower our learners to build their futures and contribute to a better world.

Values

Excellence, Wellbeing, Inclusion, Growth, Global Citizenship

We pursue **EXCELLENCE** in all that we do.

We promote **WELLBEING**, so people flourish.

We design learning that challenges each individual to **GROW**.

We commit to **INCLUSION** so that everyone belongs.

We develop **GLOBAL CITIZENS** to make a positive impact together.



Overview

History

AISB was established in 1973 by the United States Embassy, initially to serve children of U.S. Government employees.

Curriculum

AISB is an International Baccalaureate (IB) World School and offers the Diploma program in addition to the American High School Diploma. AISB's basic tenet is to offer an international education through an American pedagogical approach, which highlights critical thinking skills, creativity, and inquiry-based learning.

Arts, Athletics, & After School Activities

AISB proudly offers a wide range of activities to its students after school hours. The After School Activities program is tailored around five main areas (sports, recreation, service, co-curricular and fine arts).

Community

AISB has a highly engaged and supportive community. There are numerous community events in the school year, many of which are led by the Parent School Association (PSA). The parents are very supportive of the school and willingly give their time to events and initiatives. AISB is a very caring community.

Campus

AISB occupies a single campus of 16 hectares on the northern outskirts of Budapest. The school borders a national park with extensive walking and bike tracks accessed from the school grounds. The Middle/High School building houses 51 classrooms, library, cafeteria, computer rooms, double-sized gymnasium, single-size gymnasium, 25-meter swimming pool, 350-seat theatre, and performing and visual arts facilities. The Elementary building has 27 classrooms, a library, cafeteria, computer rooms, double-size gymnasium, and performing and visual arts facilities. On the grounds, there are 2 soccer fields, an athletics track with lights, 4 lighted tennis courts and a basketball court.



Follow American International School of Budapest to Learn More



Fast Facts

Year Established	1973
Accreditation Agency	CIS, MSA
School type	Private, non-profit
Language of Instruction	English
Total Enrollment	934
Elementary School Enrollment	365
Middle School Enrollment	233
High School Enrollment	336
Student to Teacher Ratio	1:8
Average Class Size	Multiage (Early Years): 14 Kindergarten: 16 Grade 1 – 5: 18 Grade 6 – 12: 20
Student Age Range	3-18
Average % Home Country Nationals	20%

Student Nationalities	934 students from 55+ nationalities. The four largest nationality groups are American (26%), Hungarian (19%), and Chinese (11%), and Korean (11%)
Percentage of Annual Student Turnover	20%
Number of Faculty	120
Faculty Nationalities	US 46%, Canada 15%, UK 14% The remaining 20% are from 13 countries including: Hungary, Germany, Spain, Australia, New Zealand, Belgium, Columbia, France, Switzerland, Ireland, Romania, South Africa, Sweden
Percentage of Annual Faculty Turnover	8%
Number of Board Trustees	11 - elected or appointed for two-year terms up to a maximum tenure of 6 years.
Tuition (2021 - 2022)	USD \$12,600 to 24,700
Annual Operating Budget	USD \$22m



Application Instructions

Effective Date: August 1, 2022

Application Deadline: [January 7, 2022](#)

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for American International School of Budapest Director of Technology and Innovation search. She will be assisted by members of the ISS Administrative Search Team.

Instructions for Former Candidates

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit here is the [link](#) to get started! You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply to this position:

[American International School of Budapest Director of Technology and Innovation](#)

Instructions for New Candidates

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. You are not required to pay for your profile in order to apply for this position. However, if you are interested in the \$75 candidate membership option, you can upgrade to a full membership at any time.

Once you are logged in, please select the following link to apply to this position:

[American International School of Budapest Director of Technology and Innovation](#)

Instructions for ISS EDUrecruit Candidates

If you already have an ISS EDUrecruit account, [here](#) is the link to login.

Once you are logged in, please select the following link to apply to this position:

[American International School of Budapest Director of Technology and Innovation](#)

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step in our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles. As such, we request the resume and cover letter you upload to your candidate profile not include your photo. *

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 are asked to apply as early as possible, as International Schools Services (ISS) and American International School of Budapest reserve the right to close the selection process at any time.

Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.

* 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. You can read more about our commitments [here](#).