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Leadership Posting

Elementary School Assistant Principal
Frankfurt International School
Oberursel, Germany

Application Deadline: January 15, 2024
Start Date: July 2024
Assistant Principal for Primary/Elementary School

📍 Oberursel

Apply

Job Description

Frankfurt International School is looking for an exceptional educator to lead in our Primary and Elementary Schools as Assistant Principal, starting in July 2024 for an initial period of two years. This is an exciting opportunity to contribute to a vibrant learning community with students age 3 to 11. Closing date: 15 January 2024

The Assistant Principal’s primary focus is to support the Principals with any aspect required to ensure forward momentum of the learning program. They take a leadership role in the areas of supervision of instruction, curriculum, student activities, communicating with school-wide support services, student conduct, emergency planning and safety. They report to and assist the Principals in carrying out the duties of an instructional leader of the School, and assumes the school Principal’s responsibility in their absence.

Qualifications Required

- M.A./M.Ed./M.Sc. degree or equivalent
- Relevant administrative credentials preferred

Preferred Personal Attributes

- Passionate about the unique needs of early learners to Grade 5
- Exceptional interpersonal, leadership and communication skills
- Strong organizational ability and initiative
- Experiences an effective leader with a successful teaching background
- Administrative leadership experience with exceptional independent and/or international school programs experience in the effective use of technology for learning
- Experience leading in an inquiry based program, PYP beneficial
- Experience leading in Responsive Classroom

Key Duties and Responsibilities

- Serves as a member of the Administrative Council and curriculum leadership teams
  - Liaises across the Primary and Elementary Schools to ensure aligned implementation of initiatives
- Leads and supports aspects of the school’s strategic plan
- Provides leadership to various teams
  - Ensures a safe and positive atmosphere
- Identifies and supports extracurricular opportunities for students
• Supports and supervises student sponsored events and leadership committees

**Organization and Management**

• Works in partnership with the FIS school leadership teams and administrative council to achieve school objectives
• Serves and leads committees as requested by the school Principal
• Promotes and models the use of technology to access, analyze and interpret school data to focus efforts for improving student learning and productivity
• Is responsible for administering the teacher substitute protocol, including the training of substitute teachers
• Contributes to the development of the schedule for students and teachers
• Applies disciplinary guidelines fairly and consistently
• Other duties as assigned Principals

**Colleague Support**

• Supervises and evaluates teachers to enhance, enrich, and support student learning
• Provides leadership and support for middle level leaders
• Effectively contributes to recruiting
• Uses data to improve instructional practice and maximize student learning
• Supervises teaching assistants to ensure effective transitions and support

**Communication and Collaboration**

• Contributes to public relations within the school community, including meeting regularly with parents, and providing written articles for the school's publications
• Ensures parents are well informed about school issues and events

**Professional Development**

• Promotes and seeks opportunities for faculty and staff professional growth
• Models continuous learning and a growth mind-set

For questions about this position, please contact Carolin Joslin-Callahan, Primary School Principal: carolinejoslin-callahan@fis.edu or Jean-Marie Kahn, Elementary School Principal: jeanmarie_kahn@fis.edu

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Leadership Posting

Instructions
Application Deadline is January 15, 2024.
Submit application materials (cover letter and resume in a single PDF document) to this link.

Email Carolin Joslin-Callahan, Primary School Principal: carolinejoslin-callahan@fis.edu and Jean-Marie Kahn, Elementary School Principal: jeanmarie_kahn@fis.edu with any questions.