

LEADERSHIP SEARCH

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ANGLO-AMERICAN
SCHOOL OF SOFIA
The International Choice

MS/HS Assistant Principal **Anglo-American School of Sofia (AAS)**

Application Deadline: October 16, 2026

Bulgaria | Start Date: August 1, 2027

MS/HS ASSISTANT PRINCIPAL

The Anglo-American School of Sofia (AAS) is an established private international school with almost 60 years of history. The School is fully accredited by: The Council of International Schools (CIS) and The New England Association of Schools and Colleges (NEASC). We are an authorized International Baccalaureate Organization (IB) World School. The Anglo-American School of Sofia is a member of good standing with The Central Eastern European Schools Association (CEESA).

Our mission and core values of commitment, respect and excellence extend to all members of our community, not just students and staff. Serving with us extends beyond enjoying desirable working conditions, but satisfies ambitions for professional growth and provides the benefits of being part of a quality team as we engage, support and prepare each student for today and tomorrow.

We are looking to hire **MS/HS ASSISTANT PRINCIPAL**.

The Assistant Principal is a key member of the school's leadership team who provides leadership to staff, students, and community members across both the Middle and High School. The Assistant Principal supports the MS/HS Principal in providing instructional leadership, supervising, and facilitating the daily operations of the Middle and High School while ensuring student performance, achievement, and compliance.

Key duties include overseeing student pastoral care, behavior management, and safety; guiding staff supervision, evaluation, and professional growth; and ensuring a safe, supportive, and effective learning environment. Assumes full divisional responsibility when the Principal is absent from the building.

This position interfaces with all staff, parents, and community members on a consistent basis. The Assistant Principal will prepare and present to students and other community members at assemblies and events, working closely with all stakeholders to support every aspect of the student experience at AAS.

MINIMUM REQUIREMENTS FOR HOLDING THE POSITION:

Position Requirements:

- Education: Master's degree or higher from an accredited institution.
- Experience: Five (5) or more years of successful teaching experience
- Leadership Certification: Certification in Educational Leadership / Administration preferred.

- **Leadership Experience:** Previous educational or school leadership experience (e.g., department chair, instructional coach, or relevant leadership roles).
- **Culture & Teamwork:** Demonstrated commitment to supporting a positive, inclusive school culture where all students, staff, and families feel welcomed, safe, and respected; ability to work effectively within a team environment.
- **International Experience:** Experience in an international educational setting desired.

Desired attributes:

- **Communication & Interpersonal:** Clear, proactive, and effective verbal and written communication skills; strong public speaker; ability to diffuse and professionally handle difficult or stressful situations.
- **Operational & Organizational:** Well-organized; strong ability to prioritize, manage, and execute simultaneous projects, events, schedules, and systems within deadlines.
- **Instructional & Data Leadership:** Knowledge of student development theories; ability to develop teacher instructional skills via observation, feedback, and coaching; ability to lead data-driven continuous improvement of student outcomes.
- **Regulatory & Administrative Knowledge:** Knowledge of applicable educational policies, procedures, and research-based best practices.
- **Personal Attributes:** Flexible, adaptable, open-minded, creative, and a role model for ethical conduct, integrity, and values-driven leadership; ability to maintain strict confidentiality and discretion at all times.

JOB RESPONSIBILITIES

Leadership & Daily Operations:

- Assumes full responsibility of the school when the Principal is absent from school grounds.
- Fosters a positive, safe, and effective learning and working environment centered on continuous improvement.
- Assists in the development, administration, review, and implementation of school policies, procedures, and daily operations
- Assists with master scheduling and scheduling of school events.
- Serves as a substitute teacher if necessary.

Staff Supervision, Recruitment, & Development

- Participates in the supervision, and evaluation of MS/HS faculty and staff.

- Helps develop instructional skills of teachers through regular classroom observations, feedback, coaching, and collaborative planning.
- Engages faculty in identifying and addressing student learning challenges.
- Facilitates staff meetings, workshops, and professional development.
- Supports employee morale by exhibiting professionalism and making positive contributions to the school climate.

Student Services, Pastoral Care, & Discipline

- Oversees student conduct and coordinates a fair, progressive, and positive discipline model that emphasizes learning opportunities and restorative practices.
- Conducts investigations and determines appropriate, fair consequences/disciplinary actions.
- Monitors and promotes student attendance.
- Manages support for students on behavior, attendance, or academic improvement contracts.
- Collaborates with staff to address student social-emotional needs and serves as an active member of the Student Support Team.
- Takes a lead role in supporting Advisory Time and student leadership groups.
- Coordinates assemblies, special programming, student supervision (breaks, lunches, events), new student orientation, and cultural trips.
- Supports programming for professional students, student athletes, and placement of students.

Program & Curricular Leadership

- Facilitates and supports curriculum implementation, instructional programs, assessment practices, and academic initiatives.
- Assists with curricular, co-curricular, and extracurricular events and issues.
- Serves on various working committees related to curriculum, policy issues, and school improvement.

Family & Community Engagement

- Communicates regularly with parents/guardians, students, and staff via email, phone, newsletters, LMS, or face-to-face meetings regarding student progress and school events.
- Partners with parents to support students, engage students in decision-making, and maintain an inviting environment for all community members.
- Is present during MS/HS events after school and on weekends as appropriate and directed by the Principal.

APPLICATION INSTRUCTIONS

Application Deadline

October 16, 2026

Interested candidates must apply through the **ISS EDUrecruit portal®** [here](#)

Candidates new to ISS EDUrecruit should register [here](#) for an account to apply.

Once logged in, you will be prompted to submit the following confidential materials on or before

September 19, 2026, | 11:59 p.m. EDT

- Current CV / Resume (please do not include your photo)
- Three confidential supervisory reference requests to your EDUrecruit profile from the last seven years, including one from your current post