

Leadership Posting

School Director Copenhagen International School

Nordhavn, Denmark

Application Deadline: September 22, 2024

Start Date: August 1, 2025



POSITION PROSPECTUS

Director

Copenhagen International School

Copenhagen, Denmark

Application Deadline: 22nd September 2024

Start Date: July 2025

JOIN US AS OUR NEW SCHOOL DIRECTOR

Can you see yourself taking the lead in navigating our top tier international IB school through the coming years of implementing future designs and a new strategy?

We are seeking a visionary and dynamic Director to guide our vibrant, multicultural community. At Copenhagen International School, we are dedicated to fostering transformational learning and academic excellence, global citizenship, and an inclusive, nurturing environment where students and staff from diverse backgrounds thrive.

Why this role?

GLOBAL IMPACT: Shape the future of international education by leading an IB school renowned for its innovative approach to learning and commitment to developing champions of a just and sustainable world..

DIVERSE COMMUNITY: Collaborate with a passionate team and engage with students and families from over 80 nationalities, ensuring a rich cultural exchange and inclusive school culture.

EXCELLENT LOCATION: Located in one of the world's most liveable, clean and safe cities, you'll enjoy a blend of modern amenities, cultural experiences, and natural beauty that makes every day unique.

We are looking for:

LEADERSHIP EXCELLENCE: Proven experience in school leadership with a strong track record of leading and supporting our Board of Governors and Senior Leadership Team in implementing our forward-thinking strategic plan, fostering academic success and a positive school culture

INTERCULTURAL COMPETENCIES: Deep understanding of and respect for diverse cultural perspectives, with a commitment to creating an inclusive environment where all students and staff feel valued.

STRATEGIC VISION: Ability to drive continuous improvement, innovate within the IB framework, and lead the school community through growth and change.

Watch our community share why you should apply for this job: [Our Board](#), our [Senior Leadership Team](#), and [our Teachers](#).

READY TO APPLY?

Submit your CV and motivated cover letter no later than 22nd September 2024 via our [career website](#).

Please note that to ensure a transparent and equitable recruitment process, we only accept applications via our career site.

For questions, please contact: Kate Harris, Chair of the Board, board.kate@cis.dk, or Mette Lundorf, Director of People & Culture, mette.lundorf@cis.dk

WELCOME TO CIS

Copenhagen International School (CIS) was founded in 1963 and is one of the seven schools which trialled the first IB Diploma exams in 1968. The school has just completed its five year self-study and received re-accreditation status by the IB and NEASC in June 2024.

In 2017, CIS moved into a state-of-the art new building and became Copenhagen's largest international school. Conveniently located beside the waterfront Orientkaj metro stop, its modern facilities include design labs, fully-equipped theatres, solar panels and roof-top playgrounds and green houses.

Our learning community consists of 900+ PreK-Grade 12 students and their families, alongside 190 full and part-time staff and faculty. Together, they represent over 80 nationalities. Our 69 full IB Diploma Graduates class of 2024 graduated in June with an average DP grade of 34.20.

In addition to academic excellence, CIS strives to create a welcoming environment where everyone feels a sense of belonging and has equitable opportunities every day. In 2023, the community finalised our "Statement of Belonging" to complement our various actions to enable all community members to thrive at CIS, including the student groups and comprehensive learning support services. We do not tolerate discrimination and make sure to observe the anti-discrimination regulations, including protection against discrimination based on race, colour, gender, citizenship, ethnic or social origin, age, disability, political views, religion, belief, sexual orientation and union membership.

In line with the United Nations Convention on the Rights of the Child (UNCRC), we believe all learners have equal rights to be protected from harm and abuse and should have their many needs met in a safe and secure environment. In addition to our commitment to child protection, we support the rights and well-being of our staff and volunteers and encourage their active participation in building and maintaining a secure and thriving environment for all community members.

Our Board of Governors (Board) acts as the legal authorising body and operates in line with the school's constitution. The main role of the Board is to support and promote the vision and mission of CIS:

Vision: Educating champions of a just and sustainable world.

Mission: Learning to build community. Copenhagen International School will develop the potential of each learner by offering educational excellence in a stimulating environment of cultural diversity and mutual respect.

Our dynamic and inquiry-led learning programme is bolstered by our core values of compassion, integrity, creativity, inclusion and growth and our current strategic plan is anchored in four themes: advancing educational excellence; nurturing our community; empowering responsible world citizens; and sustainability in practice. In 2025, we will embark on our next strategic plan and our new Director will have the opportunity to co-create it with the Board and the broader CIS community.

Our teachers' unions are an important part of our community. As any private school in Denmark, we actively and constructively engage with the teachers' unions on negotiating local collective agreements and with other employee representatives on leadership/staff collaboration and work environment through the mandatory Joint Consultative Committee and Work Environment Group.

Read about our Primary and Secondary School, our Student Support and Student Life (athletics and after school activities, student leadership) and much more in our [annual report 2023/2024](#) and on our website, <https://www.copenhageninternational.school/>. Listen to our podcast [The Learning Curve](#).

POSITION OVERVIEW

TITLE

School Director, Copenhagen International School (CIS).

REPORTS TO

The CIS Board of Governors.

DIRECT REPORTS

Primary School Principal, Secondary School Principal, Director of Student Support, Director of Athletics and Activities, Director of Admissions, Marketing & Communication, Director of Finance, Director of Technology, Director of People and Culture, DEIJB Coordinator, Data Protection Officer, and Receptionist/Personal Assistant.

POSITION PURPOSE

To provide strategic leadership and be responsible for guiding the school in implementing the school's vision and strategic direction towards providing high-quality international education and ensuring that CIS maintains and further expands its reputation as a leading IB institution.

EDUCATING CHAMPIONS OF A JUST AND SUSTAINABLE WORLD

Learning to build community. Copenhagen International School will develop the potential of each learner by offering educational excellence in a stimulating environment of cultural diversity and mutual respect.



Shared Understanding of High Quality Learning: Learning is joyful, inquiry driven, and impactful. Authentic learning experiences provoke curiosity, build community, inspire creativity and challenge thinking. Our learners are empowered, open-minded, resilient and ethical. Learning leads to meaningful action, promotes sustainability and confronts injustice.

KEY AREAS OF RESPONSIBILITY

STRATEGIC LEADERSHIP & VISION: Provide transformational, inspiring and visionary leadership. Align the school's vision and mission with the IB's educational philosophy and design, and develop and implement strategic plans in close collaboration with the Board and the Senior Leadership Team.

CULTURAL & ETHICAL LEADERSHIP: Promote an inclusive, respectful, and ethical school culture through modelling the school values and fostering an environment where diversity is celebrated, equitable practices are foundational and students and staff are encouraged to develop as compassionate global citizens.

LEADERSHIP FOR LEARNING: Oversee the implementation and ongoing development of high-standard IB programmes (PYP, MYP, DP) and ensure that the curriculum is delivered in a way that promotes intercultural understanding, academic excellence, and personal development.

COMMUNITY & STAKEHOLDER ENGAGEMENT: Raise the school's profile locally and internationally, building links with other schools, and ensuring high parental confidence and participation in school activities. Build relationships with the school community, including students, parents, staff, potential staff, teachers' unions, the United Nations, Embassies, Danish authorities and other external stakeholders through effective communication, community outreach, and the development of partnerships.

OPERATIONAL, FACILITIES & FINANCIAL LEADERSHIP: Manage the school's operations, including budgeting, school fees, resource allocation, security and facilities management in close collaboration with the administrative leadership team and the Board, and thereby ensure that the school operates optimally, efficiently, sustainably, and in compliance with IB standards and Danish legal requirements. Promote the effective use of innovative, cutting-edge and secure technologies.

PROFESSIONAL DEVELOPMENT & TEAM LEADERSHIP: Lead and mentor the Senior Leadership Team, promoting professional growth, collaborative practices and organisational coherence. Nurture a culture of continuous professional growth among staff to ensure the CIS community remains agile, innovative and uses current and emerging technologies and practices to enhance future ready learning

QUALITY ASSURANCE & ACCREDITATION: Ensure that the school meets the IB's rigorous standards through regular self-assessments, audits, and external evaluations, including overseeing the accreditation process and implementing action plans to address areas of improvement.

QUALIFICATIONS

We are looking for a Director with the following qualifications:

Education

ADVANCED DEGREE IN EDUCATION: A minimum of a Master's degree in Education, Educational Leadership, School Administration, or a closely related field.

Experience

LEADERSHIP IN EDUCATION: Successfully leading and managing international PK-12 schools in educational leadership roles such as Head of School, Deputy Head of School or Assistant Director.

INCLUSIVE AND EQUITABLE CULTURE: Working in multicultural, diverse environments with a demonstrated commitment to equitable practices and an inclusive school culture, identifying and addressing systemic barriers, including addressing and interrupting identity-based harm.

OPERATIONAL & FINANCIAL MANAGEMENT: Managing the operational and financial aspects of a large school, including strategic planning, budgeting, resource allocation, and ensuring financial sustainability. Strong understanding of the financial complexities of running a large, diverse educational institution is an advantage.

EMPLOYEE ENGAGEMENT & RETENTION: Developing and implementing initiatives to maintain high levels of employee satisfaction and commitment, including a flourishing work environment, offering professional development opportunities, and ensuring staff feel valued and supported.

STRATEGIC WORKFORCE PLANNING: Forecasting staffing needs, developing equitable recruitment strategies, and aligning them with the school's mission and long-term goals. Understanding of the nuances of the global talent pool and the unique demands of an IB curriculum as well as what it takes to attract high-quality candidates who align with the school's values and objectives.

STRATEGIC ENROLLMENT MANAGEMENT: Understanding of strategic enrollment management, including the ability to create and execute plans that align with the school's vision, ensuring diversity and inclusion in the student body.

Competencies:

PASSION & A JOYFUL NATURE: A contagious, positive passion for building a world-class educational institution where students, staff and parents enjoy spending considerable time.

VISIONARY & TRANSFORMATIONAL LEADERSHIP: A forward-thinking mindset with the ability to inspire and motivate staff, delegate as appropriate, build a trusting culture and adeptly lead and guide the school community through transitions.

INCLUSIVE TEAM LEADERSHIP: A desire to lead and coach a diverse senior leadership team, building relationships and cohesion, fostering collaboration, promoting inclusion, setting clear expectation, providing constructive feedback, recognising achievements.

CULTURAL COMPETENCY: An in-depth understanding of cultural diversity and to navigate and manage cross-cultural interactions, including developing curricula that respect and incorporate diverse perspectives, ensuring an inclusive and supportive environment where all community members feel that they belong regardless of their background and abilities.

STRATEGIC THINKING AND DECISION-MAKING: A compassionate systems-thinking approach to effectively problem-solve, and foresee the implications of decisions in a complex and dynamic environment through balancing the needs of the school community with the long-term strategic goals of the institution.

COMMUNICATION: The ability to clearly articulate thoughts and ideas verbally and in writing, demonstrate compassion, actively listen, and adapt communication styles to different audiences.

CONFLICT RESOLUTION: Effective mediation and conflict resolution skills that strengthen relationships and maintain a positive school environment.

EMOTIONAL INTELLIGENCE: The ability to self-reflect on personal beliefs, practices, and leadership style and understand and manage one's own emotions, as well as empathise with and influence others to create a supportive environment where everyone feels heard and appreciated.

COMPENSATION & BENEFITS

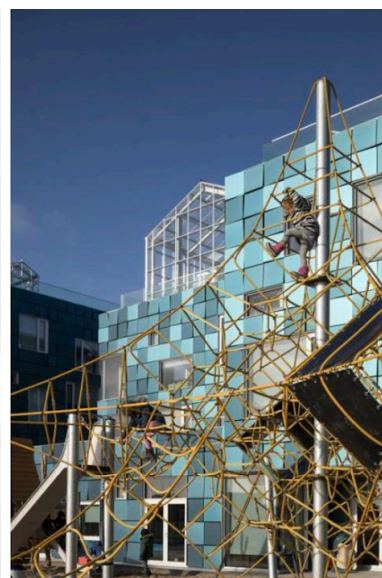
We offer an attractive salary and mandatory pension fund (18% in addition to the base salary) as well as various benefits such as professional development opportunities, vacation and sick leave, free public health care, discounted rates for admission of own children to CIS, relocation services, fully sponsored work permit, housing allowance, as well as annual return flights for the director and dependents (some benefits may be taxable).

Being a partly government-funded school, the Director salary is governed by the Danish Ministry of Children & Education. The employment contract is a 3-year renewable contract.

Employment with CIS is conditional on the final candidate successfully passing an extensive background check, including education, employment references, and criminal history checks for the past 10 years.

FACTS ABOUT CIS

Year Established	1963
Accreditation Agency	IBO, NEASC/CIE
School Type	Private, coeducational, college preparatory, day school
Total Enrollment	907
Early Years Enrollment	101
Primary School Enrollment	227
Secondary School Enrollment	579
Average Class Size	18
Student Age Range	2 - 18
Average Home Country Nationals	25%
Student Nationalities	80
Annual Student Turnover	20%
Number of Faculty Staff	190
Faculty Nationalities	28
Annual Faculty Turnover	8%
Tuition Fees	USD 21,110 - 29,500 (2024/2025)
Financial Figures	Annual Financial Report 2023



Leadership Posting

Application Instructions

Individuals interested in applying should submit the following documentation online via this [link](#) no later than **September 22, 2024**.

- A cover letter
- Current CV

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines. For technical assistance with your application, or for more information, please email HR@cis.dk.