



Vienna International School **Director Search Brochure.**

Vienna International School is looking
for a new Director for August 2025

Our mission is to empower all of our students to be successful and responsible in a nurturing and diverse learning community, so that they can achieve their potential in a changing world. In harmony with the ideals of the IB Learner Profile, and the spirit of the Universal Declaration of Human Rights, we aim for students to be inquiring, inspired, and involved lifelong learners.



The School.

Vienna International School was founded by an International Treaty in 1978 to provide high quality education in English for the children of the new United Nations head offices in the city. Until today, over 80% of the VIS families belong to Vienna-based International Organisations (VBOs). The school is not academically selective. Truly global in its composition, VIS is home to 126 nationalities and 86 mother tongues within a student body of over 1360. The school is an IB World School, authorized to teach the IB PYP, MYP and DP curricula, and was recently re-accredited by the Council of International Schools.

95% of students will normally complete and pass the IB Diploma. More than 200 teachers make for a 1:7 teacher-student-ratio and promote a holistic development of the children. Being committed to the UN Charter, VIS is an inclusive school. Believing in the value of the UN Sustainable Development Goals, the school was the first educational institution in Austria to be granted ECO-status. A multitude of additional offers help students to become the best person they can be.

As a legal entity, VIS is an association under Austrian law, with seven Board members, four VBO appointed and three parent-elected. The Board, in particular its officers, are legally responsible and therefore take charge of strategic issues as per the association's Statutes and operational issues within the requirements of Austrian legislation.





The Person.

The successful candidate possesses an advanced degree in education or related field and shall meet the following requirements:

- An experienced, reflective educator with a passion for learning who will lead improvement of educational performance throughout the school;
- A leader and team player, able to work with a diverse community;
- A good communicator and listener; ideally able to speak more than one language; knowledge of German language is considered an asset but is not essential;
- Previous experience as a Director/Head of an international school or in a senior position at a leading IB School;
- Understanding leadership as service with the ability to build a positive school culture;
- Demonstrate a collaborative, collegiate, and inclusive approach to management;
- Familiar with IB curricula and inclusive school challenges;
- Positive attitude towards IT in education and 21st century approaches;
- Business acumen with focus on efficient and effective usage of resources;
- Perseverance in solving complex problems;
- An internationalist and global thinker;

The Position.

The Director is responsible to the Board of Governors for all aspects of school life. This includes the pedagogical and the resource management side. The Director is supported by the Principals and Deputy principals, and by a Business manager. Under the direct supervision and in close cooperation with the Board, the Director is expected to continuously build a culture of trust and respect, engagement and collaboration, learning and understanding in order to best serve the community. The Director has strong communication skills and a positive attitude to working with all stakeholders, including the United Nations, the Government of Austria and the school's Staff Council. Developing and improving academic excellence and educational focus is key.





Application Procedure.

Interested and qualified candidates are invited to submit their application as one PDF document using the application form at:

<https://forms.gle/ENVWuWWzaZS6arLZ6>

- A cover letter outlining why they are interested in VIS;
- A current c.v.;
- A statement of educational philosophy;
- A list of five professional references with name, phone number, and email address of each (references of short-listed candidates only, will be contacted).

Deadline for application is **18 October 2024**. The assessment process will take place immediately thereafter with finalist in-person interviews in late November or beginning of December 2024.

In line with GDPR, we ask candidates do NOT send any information that can identify children or any Sensitive Personal Data (racial or ethnic origin, political opinions, religious beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in the CV and application documentation.

Following this notice, any inclusion of Sensitive Personal Data will be understood by us as an expression of consent to process this information going forward. We also ask applicants to remember not to mention the information or details of anyone (e.g. referees) who have not previously agreed to their inclusion.



Key Duties & Responsibilities.

1. ACADEMIC EXCELLENCE

- To improve the already high academic standards through the periodic review of curricula, teaching methods and skills inventory, taking into account the international orientation of the School, the preparation of plans for the development and implementation of the School's educational programmes.

2. COMMUNICATION

- To maintain and enhance excellent communication and public relations with all constituencies of the School community;
- To retain and enhance membership of International School organizations, as deemed appropriate and within policy guidance from the Board;
- To liaise locally in Austria with the United Nations and other international organisations, diplomatic missions, and public and private bodies having an interest in and/or seeking contact with the School;

- To liaise with the United Nations International Schools in New York (UNIS) and Geneva (ECOLINT) and with other international schools to ensure the smooth transfer of pupils.

3. ADMINISTRATION

- To provide direction and coordinate the activities of the Principals and Deputy Principals of School, the Business Manager and, through them, of all staff members;
- To prepare recommendations on matters which are within the area of competence of the Board, including those relating to the medium and long-term policies of the Association, which include leading, in close consultation with the Board, the process of developing, implementing, monitoring and the periodic review of a school strategic plan;

4. STUDENTS

- To be responsible for the admission of pupils and their effective education, conduct and well-being;

5. HUMAN RESOURCE MANAGEMENT

- To be responsible for the appointment, direction, deployment, development, evaluation of performance and, if necessary, termination of employment of staff in accordance with Statutes, policies and decisions of and in consultation with the Board;

- To be responsible for planning of human resources requirements based on the requirements set by the curriculum and a regularly updated skills inventory in the context of approved budgets and with efficient use of resources in mind;

6. BOARD REPORTS

- The Director is required, in accordance of the Austrian association law, to communicate with the Board as the executive organ of the School, in good time regarding (i) matters of concern to the Board, (ii) proposals for educational policies, (iii) annual academic programmes, (iv) regular reports on the running of the School, (v) operational and financial reports, and (vi) such other reports as the Board may require or the Director considers appropriate.

7. BUDGET AND FINANCE

- To supervise and be responsible for the consolidation and preparation of the annual budget and financial statements of the School for consideration by the Finance Committee and for approval by the Board or audit by external auditor as applicable;
- To be responsible for the administration of the School in conformity with the budget as approved by the Board;
- To, in coordination with the Treasurer of the Association, be responsible for the preparation of a long-term financial plan;
- To investigate, put in place and lead, with the assistance of the Business Manager and the support of Board, and other staff, as appropriate, alternative methods of income generation for the School.

8. FACILITY MANAGEMENT

- To supervise and be responsible for the maintenance and economical operation of school buildings and equipment, falling under the direct responsibility of the Business Manager;

9. LOCAL AUTHORITIES

- To ensure the School's compliance with applicable Austrian school law and regulations of the Austrian education authorities;
- To maintain and enhance relations with the Austrian authorities in all matters pertaining to the School;

Contact US.

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Inquiring. Inspired. Involved.