



**Franconian International School (FIS)**  
Educating your child in a Caring Cooperative Environment

The Franconian International School seeks a

**High School Principal**

Effective August 2012.

**The School**

The Franconian International School (FIS) is a young innovative school in southern Germany serving the international community of the Metropolitan Region of Nuremberg. The FIS is governed by a Board of Directors elected by the members of the FIS Association and the sponsoring companies, most prominent of which are Siemens and the adidas-group. The school initially opened in September 1998 with Grades One and Two and twenty-five students. Additional grades have been added each year, including Grade 12 in school year 2008/2009 and the school celebrated its first graduation in May of that school year.

The FIS relocated to a new purpose built facility at the beginning of 2008/2009. The newly constructed campus includes spacious classrooms, state of the art computer, science and art labs, music rooms and an auditorium, as well a library/media center, cafeteria, and full-sized gymnasium. The final phase of the construction of the FIS campus is currently underway, with a new theatre, art and music classrooms, a third IT lab and a MS/HS Library scheduled to be completed in summer of 2012.

Current school enrollment is 544 students from 42 nations starting with 3 yr olds in Kindergarten. For school year 2012/2013 the FIS High School expects to grow to over 125 students.

The FIS operates a full-day program from 8:30 to 15:40, with classes being taught in English, supplemented by regular German lessons. The school provides a full international curriculum which includes a range of subjects with specialized teachers for German, PE, Art, Music, Drama and IT. Spanish is taught from Grade 6. The FIS offers the IGCSE in Grades Nine and Ten, the IB Diploma Program in Grades 11 and 12 as well as a parallel program for non-IBDP students leading to the FIS Diploma. The teaching staff, all fully qualified and experienced teachers, comes from various nations including the US, UK, Germany, Australia, and Canada. There is a strong commitment to ESL for integrating the students into the mainstream classes. A Student Support Program has been developed to assist students with special learning needs. Recent new membership in the German International School Sports Tournaments (GISST) has enabled the quality of the athletic program to improve dramatically. The school fields teams in three season in various sports including soccer, volleyball, cross country, badminton, basketball and

track and field. The FIS has a strong extra-curricular program including numerous sports, music, dance and fine arts classes at the appropriate age levels. Additionally, there is an active Parent Teacher Organization. The FIS is an IB World school and fully accredited by the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC).

For further information, please look at [www.the-fis.de](http://www.the-fis.de).

## **The Position**

The HS Principal serves in all matters as the educational and administrative leader of the High School.

The FIS's continuing growth and development presents an exciting opportunity for a dynamic leader who is seeking to develop further in a high performing school. The High School Principal serves as a member of Senior Management Team (SMT). The FIS is seeking an experienced and well-qualified principal with a successful track record as an educational leader of both students and teachers. The school is looking for a principal who is able to further develop, communicate and implement the vision for the High School, who can inspire and support staff, serve as a student advocate and gain the loyalty and trust of parents. The successful candidate will also have experience with administrative software and school laptop programs, as well as being up to date with the impact of technology in the classroom.

## **Position Responsibilities**

### **General Duties**

- To be responsible for all aspects of the day to day running of the High School and to administer and supervise systems and routines to ensure the efficient operation of this section of the school
- To develop an effective relationship with the HS teachers, providing support for them in their role and implementing strong consensus building skills
- To ensure that the operation of the High School reflects the whole school's philosophy and to ensure that the school's philosophy and objectives are implemented
- To maintain an overview and ensure effective implementation of the curriculum
- To provide professional leadership for the High School, ensuring the highest possible quality of education for students
- To support the Director and the SMT in the running of the whole school
- To promote a positive and professional learning culture

### **Students**

- Actively develop and foster positive relationships with students
- Responsible for High School morale and discipline standards
- With the Director, responsible for the health and safety of High School students
- Oversee the High School instructional program
- Highly visible among High School students
- Strong sense of cultural sensitivity

## **Teaching**

- Undertake teaching duties as required by the Director

## **Curriculum**

- Oversee the High School's curriculum policies and their implementation and recommend and implement further expansion to the curriculum
- Maintain curriculum continuity with the Middle School
- Liaise with the IGCSE and IB Coordinators to ensure effective and efficient implementation of all aspects of these programs
- Ensure the regular reporting to parents
- Oversee and continue to develop consistent assessment practices

## **Staff**

- Provide professional and personal support and direction to High School staff in order to optimise the effective carrying out of their duties
- Provide effective High School staff appraisal and evaluation
- Inform and advise the Director in matters pertaining to staff movement and development
- With the Director, ensure the High School staff is given access to appropriate professional development
- Maintain open communication in order to keep the Director well informed about High School matters

## **Finance**

- Positive contribution to the school budget process and financial planning process as delegated by the Director

## **Management**

- Conduct regular, scheduled meetings with the High School teaching staff
- Active and positive membership on the FIS Senior Management Team and representation of the High School on that body
- Support of the SMT in management decisions
- Ensure that all SMT decisions are communicated and implemented effectively in the High School
- Ensure that the Director is kept informed of significant information
- Ensure the maintenance of a clean, safe, and functional facility
- Meet regularly with the Director and with the SMT

## **FIS Profile**

- Contribute to regular parent newsletters regarding High School matters
- Assist in raising the profile of the High School and the whole school within the community
- Ensure that parental interest and participation in the school is encouraged and that regular parent/ teacher meetings occur

- Maintain a visible, approachable and welcoming profile for parents, and in particular, to those directly associated with the High School.
- Conduct regular High School assemblies.

### **Professional Development**

- Actively seek personal professional development opportunities.
- Establish contacts and actively communicate with High School Principals in other international schools especially those within Germany

### **Requirements**

- Master's Degree in Education or Educational Administration,
- Curriculum coordination experience at the IGCSE/IB levels
- A minimum of five years leadership experience at the High School level at an international school which offers the IBDP
- A proven commitment to and understanding of a school improvement process
- Excellent interpersonal, organizational and communication skills
- A firm understanding of the developmental needs of students at the High School level
- A high degree of cultural sensitivity, flexibility and resourcefulness
- Mother tongue fluency in English and willingness to learn the German language

### **Terms and Conditions**

The FIS seeks to appoint a HS Principal with a long-term commitment. Salary and benefits are competitive and will reflect the successful candidate's experience.

### **Application Procedures**

Interested and qualified candidates should send electronically the following:

- A cover letter
- A CV including the names and contact data of three references
- A statement of personal education philosophy
- A minimum of three and a maximum of five letters of reference, which may already be in your possession.

Please send the application in a single PDF attachment to [jobs@the-fis.de](mailto:jobs@the-fis.de) by **March 2, 2012**.

Interested candidates should send an application at the earliest possible time but no later than March 2, 2012. The review of files will begin as soon as applications are received. Candidates should note, however, that in the event an outstanding applicant is identified early in the search process, FIS reserves the right to make an appointment before the deadline mentioned above.

**Franconian International School**  
**Human Resources, Ms. Kathleen Gründig**

Email: [jobs@the-fis.de](mailto:jobs@the-fis.de)