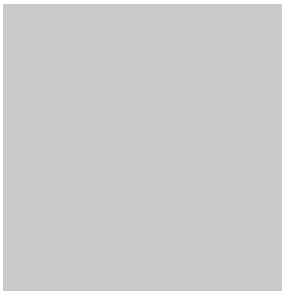
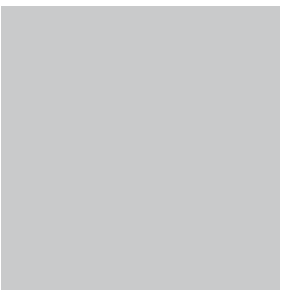


**A WORLD OF
OPPORTUNITIES**

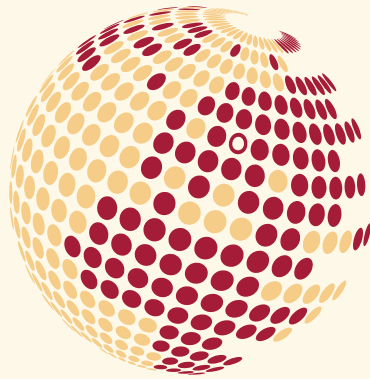


**INFORMATION FOR
PROSPECTIVE
FACULTY**



FRANKFURT INTERNATIONAL SCHOOL



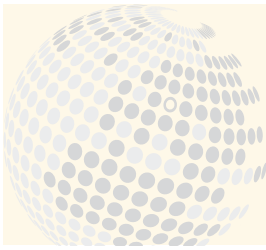


FIS | Frankfurt International School

Our mission is to be the leading, culturally diverse and family-oriented international school with English as the principal language of instruction.

We inspire individuals to develop their intellect, creativity and character to become independent, adaptable, socially responsible and internationally minded citizens, by ensuring a dynamic, inquiry-driven education of the highest standard.





A WARM WELCOME



Dear Prospective FIS Faculty Member,

All of us at Frankfurt International School want you to take the needed time to make the best personal and professional decision, based on the employment offers you receive. We also want to be the school of no surprises, hence our complete availability to you toward ensuring your questions are being answered as you consider our school. This booklet is meant to ensure you know us better as well as the region you will call home.

Simply stated, the Frankfurt Rhine-Main area is lovely. For those of us living day-to-day in this area of Germany, we find very few compromises to quality of life. There is palpable pride in culture in all that is old, where the *Altstädte* (old city centers) are preserved. Members of our faculty live in neighborhoods where many of the buildings date back 300-400 years. Old on the outside, modern on the inside. Finding your way without knowing the language is easy - yet striving to learn German will add to the experience. Yes, Mark Twain did say, "My philological studies have satisfied me that a gifted person ought to learn English (barring spelling and pronouncing) in 30 hours, French in 30 days, and German in 30 years." He went on to say, "Only the dead have time to learn the language." Untrue! So many of our faculty have claimed the German language (or are sincerely working toward this goal) and more fully participate in the offerings throughout the region.

We are a mission-driven school. We seek to hire teachers who are energized by our mission, who bring skills and enthusiasm to help develop the intellect, creativity and character of each student. We are taking the clarion call of the 21st century seriously - setting into place a curriculum that promotes in our students a high degree of adaptability through inquiry so they are proactive to an ever-shifting workplace and world stage. No small task!

Our school is one of the most respected in Europe, with more than 50 successful years and we are one of the founding schools in offering the International Baccalaureate. You'll be joining an outstanding faculty, many of whom have worked at FIS for a number of years, having found much to capture their interests. Our student population motivates teaching in the best sense of student-teacher interaction. We find our students to be remarkably worldly, engaging, quick with a smile and fully aware of their role in making our school a special place. At FIS you will truly be able to focus on your craft and chosen profession. We also believe you'll come away from the experience with life-long friends.

If you've attended a hiring conference, then your adrenalin level may be high. Representatives of schools around the world have asked you many questions. By now you've discovered that school organizations, job descriptions and salary and benefit packages sound very different...with everyone using different formulas.

We suggest that you step back from the chaos of the hiring fair, find a quiet place, then make a "Pro" and "Con" list. You have a most important decision to make. Experience tells us that it all boils down to finding the place where you can really make a difference for and with others. We hope your decision will be to join our school and community. In our effort to present you with straightforward information within this brochure, we are trying to let you know that this is the way we will deal with you - openly and honestly.

Life in the Frankfurt Rhine-Main region of Germany is good, overflowing with beauty and quality of life. And on certain days, we also offer the unexpected.

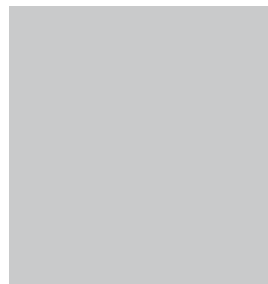
Dr. Paul M. Fochtman and the FIS Leadership Team, Faculty, Staff and Community

A RICH HISTORY

FIS was founded in 1961 by a group of six executives from major international companies. Thanks to their vision, time and character, the school became a reality. Since then, it has become a center of learning for thousands of students from every part of the globe. Our existence has enhanced the economic strength of the Frankfurt Rhine-Main region and our faculty and staff have set the example for men and women who now set the standards in many professions – worldwide. We do not rest on past achievements; instead we are pushing creatively forward to a more complete vision of what we want to achieve in a world that desperately requires ethical, resilient and purposeful young people.

Since its inception the school has been led by 11 heads of school. The physical and academic development of the school can be attributed to their vision, leadership and effective partnership with the Board of Trustees. The goal has always been to provide the best possible international education in state of the art buildings. To achieve this goal the school has continuously invested in its academic program, faculty and facilities, including a new technology and performing arts center, cafeteria and auditorium. The school also has a new learning and sports center with 15 classrooms, three full-size multi-purpose courts, workout facilities and areas for community use. In 1974 the school became an International Baccalaureate Diploma School and in 2002 we received authorization for the Primary Years Programme (PYP).

Frankfurt International School (FIS), was founded as an “eingetragener Verein”, (registered association) with sovereignty vested in an association comprising all current parents. The school is governed by 12 voting Board members. Once a year a general membership meeting is held, when the Board of Trustees specifically reports to the community at



Working for FIS is not just a job – it’s a way of life. It’s a commitment to provide each and every child “A World of Opportunities”.



From its inception, Frankfurt International School has been a people driven organization. It is a place where administrators, parents, students and faculty work in harmony.

large. The Board election is held in May and all parents in the school are encouraged to vote.





Primary School



Elementary School



Upper School



Wiesbaden Campus

ONE SCHOOL - FOUR DIVISIONS

Elementary and Upper Schools - Oberursel

The 16-acre campus houses Grades 2–5 of the Elementary School, and Grades 6–12 of the Upper School. In addition to Old Main (administration), our main campus includes purpose built art rooms, drama and dance studios, choir and band, design technology and science labs. We also offer two libraries, a health center, and excellent technology facilities throughout the buildings including our Atrium Tech Deck that provides drop in service and support. The Stroth Learning and Sports Center offers modern classrooms and athletic facilities.

Primary School – Oberursel

The purpose-built Primary School is located at the west side of the main campus, about half a kilometer from the Elementary and Upper Schools. Located at the base of the forest and hiking trails, it houses our “First Steps” program for three to four year olds, Pre-Primary, Primary and Grade 1 classes. This one of a kind early childhood school includes a beautiful library, gymnasium, auditorium, cafeteria, spacious classrooms, indoor and outdoor play areas all designed for young children.

Wiesbaden Campus

The Wiesbaden Campus occupies a purpose-built building on a 2-acre campus in the Wiesbaden suburb of Naurod. It offers a “First Steps” program, and goes up to Grade 8. Grades First Steps to Grade 5 follow the IB PYP program. The Grades 6–8 follow the FIS Transdisciplinary Program, preparing for transfer to FIS Oberursel for Grade 9. The facilities include an extensively stocked library, a large gymnasium, and bright and airy classrooms. The campus has a strong integrated technology program from the earliest ages. Students need their own laptop for Grades 7 and 8. The FIS Oberursel and FIS Wiesbaden are closely connected, with the same opportunities and PD for faculty, but FIS Wiesbaden retains its own unique small school feel.

PROFESSIONAL DEVELOPMENT

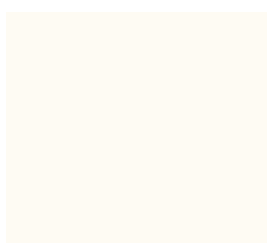
Our school is strongly committed to supporting the ongoing professional development of faculty. The school brings experts in the field of education to our campus for on-site seminars, as well as help our faculty take advantage of conferences around the globe.

At FIS, we are looking to hire new faculty who have a proven record of commitment to their own professional growth, as well as a demonstrated willingness to offer their expertise with colleagues within the school. When we refer to our school’s “learning community”, it is understood that our faculty and students together are on a shared journey of being life-long learners.

TEACHING ENVIRONMENT

All of our campuses are equipped with 21st century resources to support teachers and students. Classrooms are equipped with the latest technology, including computers and SMART Boards, and the school has laptops available with high-speed Internet access. We have implemented a comprehensive plan whereby technology is updated, reliable, flexible, well supported and properly integrated throughout the curriculum. We are committed to any-time anywhere connectivity for our students and faculty. Our successful 1:1 learning initiative was recently expanded to include Grades 7–12 at our Upper School.

Possibly most important is our commitment to keep class sizes low at 16–18 students through Grade 1 and 22 students in Grades 2 through 12. Teacher assistants are present to support faculty in our early childhood and elementary grade levels. Our community is fortunate to have an active parent community who frequently volunteers to add additional support.



SCHOOL PROGRAM

**We hold the loftiest of aspirations
for our school and a singleness of purpose
that we will do all possible
to prepare our students to achieve
the highest level possible.**

FACULTY

The school employs approximately 350 faculty and staff from 30 countries; all teachers have at least a bachelor's degree or its equivalent and a teaching license from their own country; over 50% of the faculty have advanced degrees; and approximately 30% have served for over ten years in the school.

STUDENTS

FIS has approximately 1830 students (including the Wiesbaden Campus) from First Steps to Grade 12, from about 60 countries including American, German, Korean, British, Dutch, Indian, to name a few. The annual turnover of expatriate pupils is approximately 20% of total enrollment.

ACCREDITATION

FIS is accredited by the Council of International Schools (UK) and the New England Association of Schools & Colleges (US), and since 1973 is a member school of the International Baccalaureate Organization (IBDP and PYP). FIS is a registered examination center for the IB, and the American College Board Entrance Examinations.

BOARD OF TRUSTEES

A 12-member board of trustees, including six elected by the parents, one elected by the faculty and staff, and five appointed from the wider community, are responsible for upholding the mission of the school and ensuring its financial viability; the board delegates responsibility for the day-to-day management of the organization to the Head of School, who functions as chief executive officer.

INTERNATIONAL BACCALAUREATE

The International Baccalaureate Diploma is a university qualification recognized throughout the world for its comprehensiveness and intellectual rigor. Established in 1969 to provide a bridge between the educational systems of various countries, the IB Organization now has over 1,000 member schools worldwide and examines over 26,000 students every year. Students follow the same external examinations as other IB candidates throughout the world. The IB philosophy guides the entire program at FIS.

UPPER SCHOOL, GRADES 6–12

The Upper School provides students with a rich and demanding college preparatory program. The broad curriculum covers core academic subjects and elective courses, culminating in the International Baccalaureate Diploma Programme and examinations in Grades 11 and 12. Organized under one Principal and two Assistant Principals, the Upper School takes account of developmental stages of young people through the early middle years to the completion of their studies in Grade 12. The middle years (Grades 6–8) are a time of intense intellectual, emotional, and physical development, and a well-developed program of academic and personal support through homeroom teachers and Year Level Heads assist students in achieving their potential and the independence needed for later success in Grades 9–12.

Students in Grades 6–8 take courses in English, mathematics, science, humanities, German, French or Spanish, art, music, drama, design & technology, and PE. Computer instruction and the application of information technology are integrated in all major courses. This complements the PYP (IB) to Grade 5 and the rigorous diploma program in Grades 11 and 12. Grades 9 and 10 serve as transition years in preparation for the IB Diploma courses. The full program in Grades 9–12 builds on the foundation of the earlier years in languages, mathematics, science, humanities, arts, and PE. It prepares students for both the high school diploma based on North American guidelines and the IB Diploma.

All students benefit from outstanding resources: a fine library, superbly equipped science laboratories, an auditorium, music and art studios, and extensive athletic facilities. Students contribute to and benefit from the community life of the Upper School. These include student organizations, publications and cultural performances. They also benefit from the attention of an experienced faculty who is available for help outside class. All Grade 11 and 12 students participate in the IB Programme either as diploma or certificate candidates. Service projects, field trips and social activities are offered together with extended projects which prepare students for independent work and research.

INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME (IBPYP) GRADES FIRST STEPS TO GRADE 5

Whether a child is in the Primary School, on our Wiesbaden Campus or at the Elementary School, the comprehensive, inquiry-driven approach to teaching and learning is anchored in the PYP. Concepts, knowledge, skills, attitudes and action are the essential components of the PYP. Knowledge is developed in an integrated, meaningful way through inquiries into six Transdisciplinary Themes of global significance.

For more information about the FIS PYP programme please visit www.fis.edu>teaching and learning.



A CLEAR VISION

At FIS, we are committed to utilizing a strategic planning process that includes parents, faculty, students and administration in developing clear strategies for purposeful growth and continuous improvement. Our mission statement guides this process, as do our school beliefs

Mission

Our mission is to be the leading, culturally diverse and family-oriented international school with English as the principal language of instruction.

We inspire individuals to develop their intellect, creativity and character to become independent, adaptable, socially responsible and internationally minded citizens, by ensuring a dynamic, inquiry-driven education of the highest standard.

Beliefs

- Each person is unique and has equal worth.
- Education of the highest standard is a shared responsibility of students, family and school.
- Expectations that are challenging lead to higher levels of performance and allow us to reach our potential.
- All people are responsible for their actions.
- Honesty, integrity and respect are essential for building trusting relationships.
- Open-mindedness, empathy and compassion are essential for living in a diverse community.
- Leading a healthy and active lifestyle improves the quality of life.
- Commitment, enthusiasm and perseverance lead to success.
- Contributing positively to society and the environment is our shared responsibility.
- Nurturing curiosity and creativity stimulates exploration and discovery throughout life.
- Our lives and the life of our community are enriched by diversity.



We are a mission-driven school where the teachers we employ challenge our students to learn, lead, be honorable, ethical, adaptable and to care for one another.

Our doors are open to you if you believe you can help us make this an even more remarkable place!



EMPLOYMENT DETAILS

WELCOME TO FIS

Contracts

The school normally enters into a two-year probationary contract with new teachers. Under special circumstances a one-year termed contract can be arranged. Upon successful completion of the two year probationary period, a permanent contract may be issued.

Salaries

Initial entry step and placement on the salary scale is calculated according to qualifications and experience (student teaching/ substitute teaching not considered). Please see separate Information for Faculty Candidates sheet for details.

Bonus

An annual bonus will be paid to faculty after they have been tenured and stay longer than two years with the school. The retroactive payment will occur either at the end of the second year of employment, or in the third year, and always in June or November, depending when the tenure/continuation decision is made. For the first and second year of the teacher's employment, the annual bonus represents 50% of a faculty member's monthly salary.

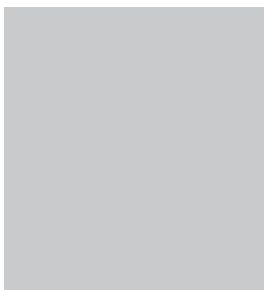
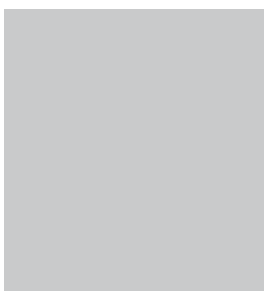
From the third year onward, it increases to 100% of a monthly salary, constituting in essence a thirteenth month salary. The bonus is subject to taxation in the same way as regular salary payments. This bonus is paid in two halves, in November and in June of the teaching year.

Education of Faculty Children

Foreign hire faculty children, for whom no other employer has primary financial responsibilities, are educated without charge by the school. The value of the tuition and fees, however, is a taxable fringe benefit and is taxed as such. This constitutes a monthly net income deduction based on the individual's tax situation. An employee can deduct a percentage of educational expenses on their taxes.

Transfer Allowances

Teachers hired from abroad are reimbursed for economy-class airfare from the point of hire to



Our mission is to be a “family oriented school”. That refers not only to enrolled families, but to the family that is our faculty and staff as well.

Frankfurt and for the return trip at the end of employment. FIS also pays luggage-forwarding expenses to and from Frankfurt for each member of the household who will be residing in Germany, a sum towards the cost of setting up and furnishing a household, and an amount towards agents fees for finding living accommodation. Please see separate Information for Faculty Candidates sheet for the exact amounts.

Emergency Travel Expenses

In the event of the death of a parent, spouse, child, brother or sister the school shall bear the cost of economy class return air passage for the teacher and a member of his family up to the limit defined in the travel and luggage sections of the tariff agreement. The tax on the monetary value of this benefit must be borne by the teacher. Details of these benefits are outlined in the tariff agreement (MTV).

Income Tax

The gross salary and certain benefits (e.g. bonus and tuition remission for children attending the school) are subject to German income tax. The tax rates depend on family status and income level. For the current rates please see the separate Information for Faculty Candidates sheet.

Child Allowance

Faculty with children receive a monthly child supplement from the government. This must be applied for and is not subject to taxation. More information regarding application for the child allowance will be provided by personnel upon request. This monthly child supplement increases on a periodic basis. For the current amounts per child please see the separate Information for Faculty Candidates sheet.

Provision for Retirement

The school has a supplementary pension scheme for which employees become eligible after the initial two year probationary period. As from the third year of continuous employment, the school pays three percent of the teacher's gross annual salary into a supplementary pension scheme provided that the teacher matches this contribution. The teacher may choose whether or not s/he enters the program. The school has a group contract with the Swiss Life Insurance and no alternative insurance may be chosen.

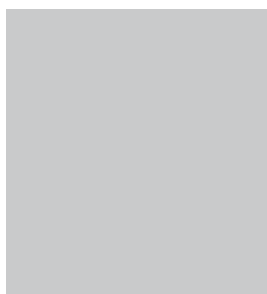
Accommodation

Housing is the responsibility of the teacher. However, the school provides faculty with ample assistance in locating a suitable place to live, or suggests furnished school apartments when available. Choices are discussed prior to arrival – apartments will be ready in most cases upon arrival of the teacher. Most apartments are located within walking distance of the school and can be occupied for a period of up to two years. Exceptions for an extension can be made at the discretion of the school. A member of staff will be there to meet you upon arrival and assist you with the settling-in. Please note that pets are not allowed in school apartments, but may be possible in privately rented housing, depending upon the landlord and the rules of the building. Therefore, if you are wishing to bring a pet, please be sure to mention this in the discussions regarding your housing requirements.

The furnishing normally consists of a queen-size bed, closet, shelves, dining table with chairs, couch, coffee table, light fixtures and built-in kitchen. The kitchen also includes a set of plates, glasses, cups, and cutlery for four persons, as well as some pots and pans. Electrical items, such as iron, coffee maker, and a vacuum cleaner are not usually included. Often those items are offered by departing faculty for a very low price.

Priority for school apartments is given to the first newly hired faculty to indicate their interest in school accommodation, in writing, after signing the employment contract. In addition to rent and utility costs, the school collects a monthly furnishing/maintenance/repair service fee for furnished apartments. This varies between 60 € and 85 € per month, according to the size and interior of the apartment. This is deducted from the monthly salary together with the rent. The monthly rent varies from approximately 800 € to 1,400 €, depending on the size and the location of the apartment. This includes all utilities, such as electricity, water, heating and garbage. There is no deposit required, nor advanced payment.

Faculty who wish to lease privately should be prepared to pay a refundable deposit to the landlord of up to three months basic rent. Most private contracts have a three-month termination clause. Otherwise a suitable tenant has to be found to take over the lease, (which the landlord needs to agree to).



The school offers re-location assistance and a loan over and above the standard allowance to assist with initial payments. The interest rate on such loans is set for each school year at current market rates. Options for available private housing can be found on the internet. The price is normally calculated per square meter. Renovation at the beginning or end of a contract might be necessary, depending on the contract. The rent for unfurnished accommodation rarely includes utility charges.

**In recent years
the percentage of
students aiming for
the full IB Diploma
has grown to over
85%, with a success
rate well above the
world average.**

THE HEART OF EUROPE

“Working here in the heart of Europe is a dream come true. The Frankfurt area is rich in culture and history, and I have Paris, Prague, Brussels and the Alps at my fingertips.”

Germany

The Federal Republic of Germany is situated at the heart of Europe. Nearly 84 million people live in an area of about 360,000 square kilometers. Few countries in the world are bordered by as many other countries as Germany. The bordering countries are Austria, Belgium, Czech Republic, Denmark, France, the Netherlands, Luxembourg, Poland and Switzerland.

Like most nations, Germany is multicultural and open to many international influences. There is much that faculty will find familiar.

Germany is a constitutional democracy with a federal system of government. The head of state is the president while the government is headed by the chancellor. The legislative body is the *Bundestag* (Federal Parliament) whose delegates are elected directly by the people every four years. Executive power is in the hands of the federal government, which is formed by a majority of the parties represented in the Bundestag. Germany is one of the founder members of the European Union.

Frankfurt

Frankfurt is a prosperous center offering a variety of activities. It is a relatively small and compact city with a mixture of high rise office blocks and late 19th century architecture. It is situated on both banks of the Main river and is surrounded on all sides by beautiful country side: the *Taunus* to the north, the *Odenwald* to the south and the *Spessart* to the east, while to the west lays the lovely popular wine-growing area of the *Rheingau* along the river Rhine.

Shopping in the city offers a variety of specialty shops and large department stores. Several cinemas show films in the original English version and there is an Opera House and numerous theaters and museums. The city's modern airport is the busiest in Germany and one of the largest in Europe.

Oberursel

About 17 kilometers northwest of Frankfurt lies the historic city of Oberursel where the Frankfurt International School is located. It is a 90 minute car drive to Cologne, four hours to Zurich and Brussels, six hours to Paris and Prague. The climate ranges on average from below 0 °C in winter to 28 °C in summer.

The quality of local public transportation is excellent and the costs reasonable: Oberursel may be reached by U-Bahn (metro system), S-Bahn (fast suburban train) or bus. Frankfurt airport is a 20-minute drive by car and the distances to two major European highways (Autobahn) are short (A3 and A5).

Wiesbaden

The Hessian state capital located on the banks of the river Rhine in the middle of the economically important Rhine-Main region is elegant and beautiful, attractive and lively, and offers an extensive range of fine arts and sports activities.

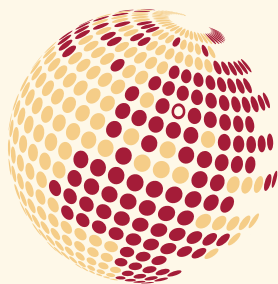
Nearby Frankfurt airport is also a crucial factor in the positive transformation of the traditional spa resort into an international convention center. The Rhine river and wine are inseparably linked with Wiesbaden, well-known wine and champagne producers are at home here.



WHERE WOULD YOU GO AFTER SCHOOL ON A FRIDAY?

ESTIMATED DRIVING TIMES FROM FRANKFURT AM MAIN





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International
School

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