

Munich International School (MIS), located in Starnberg, South of Munich, Germany, is an outstanding, innovative and comprehensive international school for students aged 4 to 18 years. Munich International School nurtures, challenges and inspires our students to become academically successful, life-long learners, creative and innovative thinkers, ethical, globally-minded contributors, and healthy, well-balanced individuals who will thrive and make a positive impact in a complex and changing world.

Munich International School aims to provide students with opportunities for holistic growth through cultural, artistic, athletic, intellectual, and individual interest student life experiences. Like our curricular programmes, our student life programmes support our students to develop the attributes set forth in our school mission.

We are looking for a

Director of Student Life (m/f/d)

As a full-time position, beginning 1st August 2023.

Position description:

The Student Life Programme of Munich International School e.V. encompasses the many activities and programmes that complement the core academic programme of the school. These programmes take place primarily (but not exclusively) after the regular school day concludes and during evenings, mornings, weekends, and school holidays. The main components of the Student Life Programme are the After-school Activities programme, the Co-curricular Arts programme, the After-school Care programme, the House programme, and the Athletics programme. The Director of Student Life (DSL) is a champion, a strategic leader, and a daily operational support for the programme. The DSL ensures that the many facets of the Student Life Programme are

- ambitious,
- well designed and well organised,
- student-centred,
- aligned with the school's mission and values,
- well known, thoroughly understood, highly subscribed, and strongly valued by the students, parents, faculty and staff of the school.

Responsibilities include, but are not limited to:

I. Leadership

The Director of Student Life . . .

- **leads and manages all aspects** of the MIS whole-school student life programme.
- ensures that the **MIS mission** and the mission of the MIS student life programme are **evident** in all aspects of the implementation of the student life programme.
- acts as the **chief representative** of the MIS student life programme to the internal and external communities and adheres vigorously to MIS' Commitments to Principled and Ethical Conduct.
- acts as the **chief promoter** of the MIS student life programme for our students.
 - is a known and is a **visible presence** in school activities, including in assemblies and other recruitment events in the three school sections.

- **increases participation** in the MIS student life programme by promoting the programme within the community through collaboration with the MIS advancement department.

II. Personnel Management

The Director of Student Life . . .

- **recruits, orients, supervises, appraises, and supports** key employees of the MIS student life programme.
- **develops policies and procedures** that codify and communicate the practical and ethical expectations for all employees of the MIS student life programme.
- **collaborates** with programme coordinators **to recognise excellent performance** and to support activity leaders, coaches, and other contributors to the Student Life Programme to embody the principles and values of the programme.
- **collaborates** with programme coordinators **in managing grievances and other complaints and problems** associated with individuals and groups in the MIS student life programme.

III. Programme Administration

The Director of Student Life . . .

- **prepares an annual budget** within the parameters communicated by the Head of School and ensures that the budget is used effectively and conscientiously to produce the greatest positive impact within the parameters of our annual budget.
- **manages the resources** of the student life programme and ensures that budgeted resources are deployed in an impactful, responsible, and legal way.
- **collaborates with all programme coordinators** to ensure that programmes are sufficiently staffed, well organised, well communicated, and effective for our students and our families.

IV. Events and Trips

The Director of Student Life . . .

- **liaises with associations, clubs, schools, and various organisations** in order to create opportunities for learning, exchange, and/or competition with individuals and groups beyond our community.
- **manages relationships** with liaisons and leaders of external associations, clubs, schools, and other organisations to maximise collaboration and mutual benefit with these organisations.
- **ensures that** all concerts, exhibitions, presentations, tournaments, fixtures, exchanges, and other **events** within the programme **are well organised, well communicated, and effectively conducted** for our students and our families.

V. Facilities

The Director of Student Life . . .

- coordinates constructively and collaboratively with the Head of Physical and Health Education, the FAB Coordinator, the Athletics Coordinator, the ASA Coordinator, the Arts Coordinator, and the Deputy Head of School to **manage all facilities used by the student life programme.**
- supports the **maintenance of orderly, clean, safe, and well-functioning athletics facilities** on the MIS campus, including the fields, the courts, the studios, the sports

halls, and all rooms, spaces, and materials that play a role in the student life programme.

- collaborate with the SLT regarding management of all relevant school facilities.

VI: Communication

The Director of Student Life . . .

- **communicates proactively** through many different channels in order to ensure that students, families, school personnel, and other relevant parties are informed of all information relevant to the MIS student life programme.
- **promotes the activities** of the MIS student life programme through digital and analog media and through in-person announcements at relevant internal and external events.

Preferred experiences, skills and personal qualities:

- Ability to lead a complex, extremely active, and mission-driven student life programme.
- Ability and desire to champion co-curricular learning in the domains of arts, culture, athletics, nature, technology, politics, and communication.
- Ability to inspire and motivate employees and other partners to give their personal best for the benefit of our students and our school.
- Strong organisational, communication, and interpersonal skills.
- Ability to build and maintain positive rapport and mutual trust with a wide range of stake-holders and partners both within and beyond the school community.
- Professional-level proficiency in English is required; professional-level proficiency in German is highly desirable.
- Positive, energetic, out-going person who derives joy from working with students, coaches, and families.
- Commitment to life-long learning and the education and well-being of young people.

Candidates should be able to demonstrate that they are:

- Aligned to the Mission, Vision and Values of the school;
- Committed to high standards of teaching and learning;
- An excellent classroom practitioner;
- Inter-culturally aware with well-developed interpersonal skills;
- Innovative; a team player; flexible;
- Technologically adept

And last but not least, able to bring something exceptional to MIS.

What we have to offer:

- An exciting position in a unique, international environment
- A modern workplace with exceptional resources
- Remuneration: Monthly salary (based on in-house collective agreements), 13th month salary, holiday bonus and meal allowance, relocation package
- Contractual term: initial 2 year contract



Application Procedure:

Candidates should send their application to employment@mis-munich.de. Please check the details on our home page (<https://www.mis-munich.de/careers/vacancies>).

Munich International School e.V.

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