



ESTABLISHED
1953

American School of Warsaw

Elementary School Principal

Starting School Year 2027-28





We're determined to be a community that changes the world for the better.

The American School of Warsaw (ASW) is a vibrant, world-class educational community and the city's most established international school since it was founded in 1953. Our mission and core values—centered on achieving excellence through care, global citizenship, integrity, and inclusion—serve as the foundation of everything we do. We believe in providing a holistic education that prepares students not only for academic success but also to be thoughtful and engaged contributors to our interconnected world. These principles are embodied through the International Baccalaureate (IB) Framework, which integrates American and international academic standards to create a globally minded and deeply personal learning experience.

We're a school where asking the right questions is more important than memorizing the right answers; where you make friendships that last a lifetime; and develop life skills that send you out into the world with enough self-belief to change it for the better.

Discover the exciting, inquiry-driven atmosphere that awaits in ASW's Elementary School, where the incoming Elementary Principal becomes part of a great team of educators! Classrooms are alive with energetic students, rich literacy resources, hands-on math manipulatives, cutting-edge technology, and a dedicated, collaborative staff that shares an innate passion for learning. The new principal will lead a team of 45 teaching staff, including mainstream classroom teachers, single-subject specialists, and dedicated EAL and Learning Support teachers, working in close partnership with 24 skilled teaching assistants to guide our 377 PreK–Grade 5 students on a daily journey of educational discovery. Anchored in a strong whole-child and whole-school philosophy, student growth and well-being are holistically nurtured alongside two full-time social-emotional counselors, a full-time, non-teaching PYP Coordinator, an Elementary Vice Principal, a Speech-Language Pathologist, an Occupational Therapist, a Director of Student Support, and a team of school-wide instructional coaches.



As an authorized IB Primary Years Program (IBPYP) school, ASW pairs its rich inquiry program with clear academic standards, setting high expectations paired with high support so every learner can thrive, while proudly celebrating internationalism and diversity at every turn. The learning experience is enriched through dynamic specialist programs in Art, Music, Performing Arts, Design, Polish and French languages, and an active, high-energy Physical Education program. We are especially proud to be a fully certified OPAL (Outdoor Play and Learning) school, celebrating the transformative power of play by turning outdoor time into an extraordinary engine for creativity, resilience, and joy across our world-class campus facilities. Supported by an exceptionally involved, supportive parent body and PTO community, our incoming leader will join a vibrant environment where after-school programs, collaborative team-led projects, and joyous school-wide celebrations empower every young learner to discover their full potential.



We work together.

Our students actively listen and engage with others to create or do something they could not have created or done on their own.

We step forward and make things happen.

Our students make active choices to pursue areas of study that inspire and challenge them, and they initiate their own learning by being curious to investigate further, identify solutions and act.

We put the same into life as we put into school.

Our learning and experiences at school, home and beyond are connected, inspiring and engaging.

We make the whole world our classroom.

Our students have the skills to inquire and make meaningful connections between what they experience in school and the world around them.

We bounce back when things don't go our way.

Our students challenge themselves to take risks, reflect on experiences and show resilience.



A School Built for the Future

Our commitment to educational excellence is supported by a state-of-the-art campus that has recently undergone a remarkable multi-million dollar renovation. This extensive transformation has modernized our facilities, enhancing infrastructure while prioritizing student safety, collaborative spaces, and comfort. The picturesque campus in Bielawa, just a short distance from the city of Warsaw, provides an ideal setting for this exceptional learning environment.



Position Overview: Elementary School Principal

We are seeking an exceptional Elementary School Principal to lead a vibrant learning community where every decision begins with what is best for children. This leader will inspire excellence in teaching and learning, foster meaningful relationships, and cultivate a culture where students, faculty, and families thrive together.

The successful candidate will be a visible instructional leader who combines educational expertise with empathy, integrity, and a deep commitment to continuous improvement.

Who You Are

You are an experienced educational leader who:

- Understands how elementary-aged children learn, develop, and thrive academically, socially, and emotionally.
- Creates a safe, inclusive, and joyful learning environment where every child feels known, valued, and challenged.
- Is highly visible in classrooms and provides meaningful instructional leadership that improves teaching and learning.
- Coaches teachers through timely, respectful, and actionable feedback that promotes professional growth.
- Builds trusting relationships and partners with students, families, faculty, and the wider school community.
- Leads with integrity, transparency, fairness, and compassion while confidently navigating diverse perspectives.
- Fosters a collaborative culture built on trust, reflection, innovation, and continuous improvement.
- Brings experience implementing and leading Multi-Tiered Systems of Support (MTSS) to ensure every student receives the support they need.
- Leads inclusive pedagogy.
- Thinks creatively about schedules, staffing, and resource allocation to maximize instructional time and collaboration.
- Maintains a visible, approachable leadership presence and models optimism, professionalism, and resilience.
- Understands and values the principles of international education and, ideally, has experience in an IB World School.
- Hires, develops and retains the best possible teachers to join our community.

REQUIRED QUALIFICATIONS

- Master's degree or higher in Educational Leadership and Educational Administration.
- Valid administrative certification or equivalent leadership qualification.
- Minimum of ten years of successful teaching.
- Minimum of five years as a Principal of an elementary school in an international school setting.
- Demonstrated success leading school improvement initiatives and developing high-performing teams.

PREFERRED QUALIFICATIONS

- Experience at an IBPYP World School or a demonstrated strong understanding of the IB philosophy and standards.
- Experience leading Multi-Tiered Systems of Support (MTSS).
- Successful experience in an international school environment.
- Strong understanding of curriculum, assessment, instructional coaching, and data-informed decision-making.
- Excellent communication, relationship-building, and organizational leadership skills.

Key Responsibilities

INSTRUCTIONAL LEADERSHIP

- Lead the implementation of the school's vision for outstanding teaching and learning using inclusive pedagogy.
- Monitor curriculum, assessment, and instructional practices to ensure high levels of student achievement.
- Use student learning data to guide school improvement and instructional decision-making.
- Support teachers through coaching, mentoring, professional learning, and ongoing feedback.
- Promote evidence-based instructional practices and continuous professional growth.
- Design schedules that maximize opportunities for learning, intervention, collaboration, and enrichment.

STUDENT SUCCESS AND WELL-BEING

- Foster an inclusive environment that supports the academic, social, emotional, and behavioral development of every student.
- Ensure effective implementation of tiered systems.
- Promote positive behavior, student voice, a sense of belonging, and well-being.
- Lead initiatives that strengthen safeguarding, child protection, and school safety.

PEOPLE LEADERSHIP

- Recruit, develop, mentor, and retain outstanding educators.
- Build leadership capacity throughout the school.
- Conduct meaningful staff evaluations that support professional growth.
- Recognize excellence while addressing performance concerns with fairness and clarity.

SCHOOL CULTURE

- Cultivate a culture of collaboration, trust, innovation, and high expectations.
- Build strong partnerships with families and encourage active engagement in school life.
- Maintain a highly visible presence throughout the school community.
- Celebrate diversity and promote inclusion across all aspects of school life.



ORGANIZATIONAL LEADERSHIP

- Ensure the school's effective operation through sound organizational and financial management.
- Allocate resources strategically in support of student learning and the school's strategic priorities.
- Uphold school policies, accreditation standards, and legal requirements.
- Communicate openly and effectively with all stakeholders through multiple channels.

What We Offer

We offer a comprehensive salary and benefits package based on experience and employment status, including:

- Housing and relocation support.
- Comprehensive health, life, and disability insurance.
- Tuition benefits for dependent children.
- Ongoing professional learning and leadership development.
- A collaborative and highly professional leadership team.
- Outstanding facilities and resources.
- An opportunity to make a lasting impact in one of the world's leading international schools.

This is more than a leadership position—it is an opportunity to shape the educational experience of every child, inspire exceptional educators, and lead a community where relationships matter, learning is joyful, and excellence is pursued every day.



Application Procedure

In the interest of identifying the best candidates for this position the American School of Warsaw (ASW) has selected Search Associates to assist in this process with Ms. Barbara Powers and Dr. Eric Sands serving as the Search Consultants.

Please note, the consultants will not recommend candidates for further consideration by the school if the candidate is under contract or otherwise encumbered in such a way that would preclude them from freely entering a new employment contract, and being available for the start date stipulated by the hiring organization. The Search Consultants will contact the current employer / supervisor to request completion of a Search Associates Confidential Leadership Reference Form for all applicants who emerge in the search as a semi-finalist.

THE DEADLINE FOR APPLICATIONS IS FRIDAY, SEPTEMBER 18, 2026.

Candidates are asked to submit a letter of interest, and the requested materials listed below as early as possible as the ASW Search Committee reserves the right to close the selection process at any time if the right candidate is found. Semifinalist candidates will be identified by Search Associates and their dossiers forwarded to the Search Committee for review. Online interviews will be arranged with the intention of completing the Elementary School Principal appointment in October. The Principal will commence his/her duties at ASW in August 2027.

Candidates should send the information listed below as a single pdf file of 5 MB or less in size attached to an email:

1. A letter of application, explaining the strengths as a candidate and why the applicant is interested in the Elementary Principal position at the American School of Warsaw.
2. A one-to-two-page statement in response to the following prompt:

At ASW, we seek to ensure that every student feels affirmed, safe, and welcomed. As our incoming Elementary Principal, the ASW Search Committee would like to learn more about how you establish, lead, and maintain clear, elementary-wide behavioral expectations and routines for all students to ensure every student has access to learning.

Specifically, please describe how you:

- ***Keep behavior standards and expectations high while ensuring the daily learning environment remains highly supportive, joy-filled, and inclusive.***
 - ***Integrate forward-thinking research into everyday behavioral systems and routines.***
 - ***Coach and empower teachers to navigate daily classroom dynamics, distinguishing between developmentally typical behavior and behaviors requiring targeted intervention.***
 - ***Partner authentically with parents to navigate behavioral challenges and ensure every child is supported in an inclusive setting.***
3. A current résumé not to exceed two pages addressing the preferred qualifications.
 4. A one-page list of at least four references with phone numbers and e-mail addresses. (At least three of the four references must have directly supervised the applicant, and one referee must be a current supervisor. The remaining referee may be a peer or educator that the applicant has supervised).
 5. A maximum of three letters of reference (scanned at low resolution) that may already be in your possession is not a requirement but may be included in the application.

Applications should be sent to Ms. Barbara Powers (bpowers@searchassociates.com) and Dr. Eric Sands (esands@searchassociates.com). Candidates wishing to learn more about the American School of Warsaw should visit the school's website at <https://www.aswarsaw.org/>.