ESTABLISHED
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American School of Warsaw

Middle School Vice Principal

Starting School Year 2027-28

American School of Warsaw

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.

As an IB Continuum school, our High School guides students through the IB Middle Years Programme into our well-established IB Diploma Programme in grades 11 and 12—one of the most rigorous courses of study worldwide. Beyond academics, our curriculum integrates core components like CAS, the Extended Essay, and Theory of Knowledge. Supported by over 130 dedicated educators, our thriving community pairs personalized learning with exceptional programs in Arts, Athletics, Activities, and Design to foster creativity and excellence.

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: Middle School Vice Principal

PURPOSE AND ROLE

Serving as the educational leader and being responsible for creating and maintaining a positive, safe and orderly learning environment, supervising faculty and staff, and managing all resources in accordance with the school's core values, mission, strategic objectives, and policies.

The Vice Principal will provide leadership and administration to motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

WE'RE LOOKING FOR AN MS VICE PRINCIPAL WHO PUTS KIDS FIRST IN EVERY DECISION AND ACTION.

- Is professional, and well-informed, understanding not only how adolescent students think and feel but also the various external pressures they face.
- Recognizes the complexities of their social interactions, the impact of influences, and the importance of emotional support in navigating this critical developmental stage.
- Has the energy, passion, and expertise to be actively present in classrooms.
- Can provide timely, respectful, and actionable feedback to teachers.
- Builds genuine, positive relationships across all stakeholder groups.
- Is fair, honest, and transparent, and can manage diverse perspectives with ease.
- Brings experience in a school with Multi-Tiered Systems of Support (MTSS).
- Can bring ingenuity to a timetable that ensures time and space are valued resources.
- Leverages a spirit of respectful, growth-minded collaboration among staff.

REQUIRED QUALIFICATIONS

- A master's degree or higher with a major or equivalent in educational administration.
- Valid administrative certification or license from a recognized agency.
- A minimum 10 years of successful teaching and/or administrative experience at the secondary level.
- Demonstrated success in the formulation and carrying out of policies, programs, and practices in the prescribed areas.

PREFERRED QUALIFICATIONS

The preferred candidate will be able to provide evidence and examples of:

- A passion for and expertise in pedagogy and approaches to teaching.
- Considerable experience in and commitment to implementing the philosophy and practices of the MYP and DP.
- Effective experience in coaching and mentoring staff in current best practices in education and pedagogy.
- Leading innovation in education (i.e., personalized learning, creative scheduling, curriculum offerings, hybrid learning, alternative assessment).
- Supporting inclusion and development of the whole child, with an ability to advocate for all students and diverse learners.
- The ability to both empathize and effectively interact with students, recognizing that consistency and respect are qualities that help build successful relationships.
- Experience with advocating for, leading, and supporting continuous school growth and improvement.

Specific Areas of Responsibility

TEACHING AND LEARNING

- Support and help lead the development, organisation and implementation of the school's curriculum.
- Monitor, evaluate, and improve the quality of teaching and learning across the school.
- Ensure that support is provided for individual teachers, where this is needed, to ensure their unit plans and subsequent learning tasks consistently meet school-established standards.
- Ensure that new teachers are supported and undertake an effective induction process.
- Demonstrate and articulate consistently high expectations of pedagogy and classroom practice to provide challenge and improvement.
- Collaborate with the Upper School Leadership Team, which includes the IB Coordinators, to manage, monitor and review the range, quality, quantity and use of all curriculum resources and the IB MYP and DP programmes in order to improve the quality of education, and improve students' achievement.
- Create an ethos, curriculum and educational direction which secures sustained improvement in students' spiritual, moral, social and cultural development so preparing them for opportunities, responsibilities and experiences in adult life.
- Organize and develop, in coordination with the High School Vice-Principal, the Middle's School's master schedule for MYP (6-8), MYP (9-10) and DP students (11-12) that supports the academic schedules of all Upper School students, aligning

course offerings, staffing, and time allocation to support optimal academic pathways and inclusive learning for all Upper School students.

- Understands Universal Design for Learning (UDL) framework principles to ensure diverse learning needs are proactively met through flexible, accessible, and inclusive instructional design.

MANAGEMENT OF STAFF

- Assist in the development and maintenance of positive staff morale.
- Follow the school's Mission, Core Values, and Vision aligned with the Board of Trustees' adopted strategic plan, school goals and administrative-recommended objectives.
- Lead and support the Grade Level Leaders and their teams in improving the quality of life for students inside and outside the classroom.
- Conduct meetings of the staff as necessary for the proper functioning of the school.
- Facilitate the implementation of the High School's code of conduct in a manner that is fair and promotes orderliness and student learning.
- To participate in the recruitment, hiring, and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To provide professional advice and support and identify training needs as appropriate.

What We Offer

We are offering comprehensive salary and benefits packages adjusted according to status and experience, which include housing and relocation support, health coverage, life and disability coverage, professional development opportunities, and tuition benefits for dependent children.

Join a world-class educational community where you will:

- Lead in a dynamic, mission-driven international school with exceptional facilities and resources.
- Work with truly special and experienced educators who are passionate about their craft.
- Innovate and shape meaningful educational change in a supportive, growth-oriented environment.
- Make a lasting, positive impact on students' lives in one of Warsaw's most beautiful settings.
- Enjoy comprehensive professional development investments and a collaborative leadership culture.
- Be part of a thriving community that celebrates excellence in Arts, Athletics, Activities, and academics This is more than a job - it's an opportunity to lead where kids come first, relationships matter, and excellence thrives.

Recruitment Process

Interested candidates are invited to submit their application online through our recruitment portal, the link to application HERE. To complete your application, please fill out the online application form and respond to the required candidate screening questions, including your educational philosophy, experience with IB continuum frameworks (MYP/DP), and administrative background.

Application Deadline: October 19, 2026

Required Documents: Updated CV, cover letter addressing the role criteria.

Early applications are encouraged, as the selection committee reserves the right to invite outstanding candidates to interview prior to the closing date.