

# ASSISTANT HEAD OF SCHOOL SEARCH

## FRANKFURT INTERNATIONAL SCHOOL

Oberursel, Germany

[fis.edu](http://fis.edu)

Start Date: August 1, 2024



**FIS** | Frankfurt  
International  
School



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# MISSION and CORE BELIEFS

To be the leading, culturally diverse, and family-oriented international school with English as the principal language of instruction. FIS inspires 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.

## FIS BELIEVES

- 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 FIS to reach its 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.

## STRATEGIC DIRECTION

The FIS Strategic Plan is designed to deliver on the goals contained in its aspirational Mission Statement. FIS is committed to providing a program that transforms its students, and also wants those students to accept their responsibility to transform the world. To support that quest, FIS has developed the [FIS Strategic Plan](#) comprising clear strategies for purposeful growth and continuous improvement.



Artificial  
Intelligence



Culture of  
Coaching



Equity,  
Justice and  
Belonging



Language  
Acquisition



Personalized  
Learning and  
Transforming  
Student Assessment



STEAM and  
Innovation



Sustainability



Wellness and  
Safeguarding





## AT A GLANCE



Established  
**1961**



Total enrollment  
**1,829**



Tuition assistance budget  
**€2.9 million**



Average  
student-faculty ratio  
**8:1**



Nationalities represented in  
student body  
**60+**



Total faculty and staff  
**375**



Faculty with advanced degrees  
**50%**



Campus size  
**2 campuses**  
(1,600 at FISO; 200 at FISW)

Languages spoken: 30+

Nationalities represented in the faculty: 30

Average number of students receiving tuition  
assistance: 150

Endowment: Approximately €28 million

Annual operating budget: €62 million

Varsity sports: 12

Classes and clubs for students and adults: 400

Annual fine arts productions/exhibitions: 30



## Overview

Frankfurt International School (FIS) is a non-profit international school, providing students aged 3 to Grade 12 a world-class education across two campuses – FISO (age 3 to Grade 12) in Oberursel, and FISW (age 3 to Grade 8) in Wiesbaden. Founded in 1961, the school's teaching and learning practices are rooted in the International Baccalaureate (IB) with a strong emphasis on academic rigor and preparation for university studies; FIS graduates routinely have among the highest IB results and are accepted to competitive universities around the world. While academic success is at the center of school life, the arts, sciences, humanities, language learning, life skills and athletics provide the foundation for their learning community.

The main campus in Oberursel consists of a purpose-built Primary School for students in “First Steps” (age 3) to Grade 1, and a separate school for Elementary School (Grades 2–5) and Upper School (Grades 6–12) students. The campus in Wiesbaden offers schooling for students from “First-Steps” (age 3) to Grade 8.

FIS has approximately 375 staff, including nearly 300 teachers. Current student enrollment is approximately 1,800 (1,600 at Oberursel and 200 in Wiesbaden).

FIS is accredited by the *New England Association of Schools and Colleges* (NEASC). It is also a founding member of the *International Baccalaureate Organization* (IBO) and has been offering the IB Diploma Programme for over 50 years, as well as an American High School Diploma. FIS is a registered examination center for the IB, PSAT, SAT, and ACT exams. The school is a founding member of the *European Council of International Schools* (ECIS), which was renamed *The Educational Collaborative for International Schools* in 2016 and is also a member of the *Association for German International Schools* (AGIS).





## POSITION OVERVIEW

The Assistant Head of School (AHOS) will serve as a core member of the school's senior leadership team to lead and manage significant aspects of the school's academic and administrative functions. The AHOS will be given a tremendous opportunity to positively impact FIS with an extensive leadership and management portfolio while leading a talented and dedicated team of colleagues who reflect, model, and engender the unique mission of FIS. This is a particularly outstanding opportunity for individuals with deep experience within and leadership of international educational communities. The successful candidate will report directly to the Head of School.

The AHOS will provide cross-divisional curriculum leadership and coordination from First Steps (age 3) through Grade 12, including implementation of strategic teaching and learning initiatives, student support services, and safeguarding. In collaboration with divisional principals, they will lead a focus on school-wide learning assessments and build teachers' capacity through coordinating comprehensive professional development opportunities and a clear performance appraisal process. As part of their oversight of faculty professional development, they will play a critical role in both the recruitment and orientation of new faculty members. The AHOS will have a central role in ongoing efforts to sustain FIS' position as an innovative school, ensuring the implementation of the school's Strategic Impacts, including the gathering and dissemination of data for school accreditation through the New England Association of Schools and Colleges (NEASC) and IB Organization (DP and PYP). In collaboration with other school leaders and the entire FIS Community of Learners, they will develop, shape, and inspire a cohesive FIS teaching and learning ethos.

## SAFEGUARDING

Frankfurt International School is committed to ensuring the safeguarding and well-being of its students and expects all faculty, staff, and volunteers to share this commitment. The recruitment process at FIS is carried out in accordance with recommendations of the International Task Force on Child Protection and includes rigorous background checks prior to appointment.



## EQUITY, JUSTICE, AND BELONGING

[Equity, Justice, and Belonging \(EJB\)](#) are foundational principles at Frankfurt International School. As such, it seeks to attract candidates who will contribute to the growing diversity of voices, backgrounds, and perspectives in its community. FIS welcomes applicants from all backgrounds, including those traditionally underrepresented in the international school community.

## COMMITTED TO EXCELLENCE

FIS holds its school to the highest standards, knowing that many of its students, who come from over 60 nations, will leave FIS and continue onward to other top-ranked schools around the globe. FIS is proud of its school's reputation and long history as a high-achieving IB school, yet its experienced faculty also remain focused on preparing students to be successful in an ever-changing world. Whether it's learning to play a stringed instrument in Primary School, exploring new worlds through Virtual Reality in Grade 4, or starring as a lead in an Upper School drama performance, FIS offers a challenging and dynamic educational program to fit the individual needs of each student.

## FAMILY-ORIENTED

FIS does not simply accept students, it accepts families. FIS takes its mission to be a family-oriented school seriously and strives to create a place where a meaningful partnership of mutual support exists between home and the school. The richness of FIS is grounded in the way it communicates with families and actively involves them in the learning community. [Parents](#) can volunteer at school, as well as join their own [adult classes and special events](#). Many of their families have traveled far from their countries of origin and FIS offers itself as a new home for families.



# KEY RESPONSIBILITIES AND OPPORTUNITIES

## **Shape and Articulate Strategic Leadership with the Head of School**

The Assistant Head of School (AHOS) will work closely with the Head of School to provide strategic leadership to the school across all divisions. They will engage in systems thinking and problem-solving, taking a whole school perspective across divisions. Coordinating the Annual Strategic Planning Day, the leader will ensure that all constituent groups are engaged and involved, in alignment with FIS's Mission and Values. The AHOS will facilitate the Board of Education Committee with the Committee Chair, lead presentations to select school constituencies, and will maintain a visible, engaged presence in classrooms and at school events, including serving as the Administrative Head of School in the HOS's absence from campus.

## **Advance Teaching and Learning Priorities**

The AHOS will lead the coordination and alignment of all professional development opportunities for the faculty and staff at FIS. This will include designing and leading summer and mid-year workshops for the FIS leadership team. The AHOS will work with other leaders at the school to ensure that the strategic goals of the school related to instruction, learning and assessment are implemented at an effective pace and scale, and to facilitate schoolwide alignment and reporting. The AHOS will oversee standardized testing systems, manage schoolwide assessment data and KPI analysis. The AHOS will be responsible for gathering and reporting on the curriculum implementation and review process.

## **Coordinate and Strengthen Schoolwide Professional Capacity**

The AHOS will prioritize initiatives in research based best practices and ensure FIS is positioned as a leading international school. They will lead curriculum review processes and have experience ensuring the delivery of an exceptional curriculum that is articulated and aligned. The individual will have a deep understanding of assessment practices and support the faculty in building capacity for the use of data to inform instruction and continuous improvement. The AHOS will collaborate with the Director of IT Innovation to prioritize the effective integration of technology to enhance, enrich, and accelerate student learning.

## **Provide Administrative Leadership, in Support of the FIS Mission**

The AHOS will provide administrative leadership in a variety of areas. They will support the implementation of schoolwide initiatives guided by the strategic plan. Communication with overseas faculty as well as a mentoring program for new hires will be managed by the AHOS. The AHOS will lead the Child Safeguarding process across all divisions. They will participate in recruiting efforts with the Head of School, principals, and the human resources office. Divisional issues that are escalated to the HOS will first be resolved by the AHOS. The AHOS will engage in the professional feedback process for teachers as needed. The AHOS will be the head of campus for the FISW campus, with primary HOS-level leadership for that campus. They will also serve as the HOS designee at Association of German International Schools (AGIS) meetings.

# QUALIFICATIONS AND SKILLS

- Administrative qualifications and a minimum of 5-7 years of experience at a Principal level or above.
- Master's Degree required; Doctorate Degree preferred.
- An educational philosophy and practice that is aligned with the FIS Mission.
- Excellent organizational and management skills across multiple divisions.

- Demonstrated ability to participate effectively in collaborative teams and coaching.
- Proven track record in leading school change and improvement.
- Experience and qualification in feedback and evaluation of faculty, administrators, and staff.
- Well-versed in academic program development and implementation of strategic initiatives.
- Deep understanding of best practices related to differentiated and personalized instruction.
- Excellent communication and interpersonal skills with both students and adults.
- Experience in personnel recruitment and retention.
- Knowledge and understanding of the PYP and IBDP Programme.
- Experience with international-style education from early childhood through IBDP.
- Demonstrated ability to work in a highly diverse and multicultural environment.
- A community builder who enjoys being an active and visible presence in the life of the school.
- An inclusive leadership style balanced by both humility and confidence.
- Proficiency in relevant educational technology and administrative tools.

## Learn More

Click on the links below to learn more about Frankfurt International School.

[School Website](#)

[School Profile](#)

[School History](#)

[About Frankfurt, Germany](#)

[Strategic Direction](#)

## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Statement of educational philosophy and practice;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

### **Madeleine Maceda Heide**

Senior Consultant

madeleine.maceda.heide@carneysandoe.com

### **Deborah Welch**

Senior Consultant

deb.welch@carneysandoe.com

### **Karen Neitzel**

Senior Consultant

karen.neitzel@carneysandoe.com