

Secondary Principal

The Secondary Principal is responsible for the leadership and management of the Secondary School. His duties include the development, planning and smooth day to day operation of the Secondary School. He contributes to the overall strategic planning.

The Secondary Principal is responsible to the Director.

However his/her primary duties involve:

- Showing **LEADERSHIP** by being an excellent practitioner and a suitable role model for the school's vision, mission, values and aims; empowering and supporting Subject Area Leaders and Coordinators in the secondary school to lead effectively; being a strong advocate for the ethos of the IB Learner Profile; challenging the Secondary School staff to work together and collaboratively develop clear goals that are consistent with and reflect both DISV school-wide development targets and IB MYP and IB DP requirements; To participate actively in Academic Leadership Team meetings or other meetings that focus on whole school developments and working with the Director to evaluate and improve all aspects of DISV organisational policy and procedure is also part of the duties.
- Overseeing the **CURRICULUM** by ensuring the development, implementation and review of the Secondary School curriculum along with the IB MYP and IB DP Curriculum Leaders, and the Secondary School staff; coordinating and overseeing the Secondary timetable; overseeing Secondary awards and the Secondary calendar and, in cooperation with the Director, liaising with the ICT Technician, Learning Support Coordinator, administrative personnel, Librarian, and Extra-Curricular Leader.
- Ensuring **STUDENT WELL-BEING**
- Supporting the needs of the **PARENTS** by overseeing effective reporting procedures to parents, organising parents' consultation evenings and information evenings as required and communicating with parents through the Danube Digest, parent meetings, email, and other initiatives.
- Being responsible for **RESOURCES** and the Secondary School **BUDGET**
- Promoting the **SECONDARY SCHOOL** within and outside the school
- Responsibility for **PERSONNEL** and in doing so assist the Director in short listing, interviewing and inducting new staff into Secondary School; empower, motivate and supervise the IB MYP and IB DP Curriculum Leaders, the University/Careers Counsellors and any Secondary School specific posts of responsibility holders and monitor the professional conduct of the Secondary teaching staff.
- Responsibility for the **ADMISSIONS**
- Supporting the process of **IB MYP and IB MYP EVALUATION**

Requirements:

- Calm, friendly and balanced personality
- IB and leadership experience
- Excellent communication skills with students, staff and parents
- Good organizational skills
- Motivated and open for new
- Enjoy working in a team in a multicultural environment

Offered salary for 40 hours per week: starting at EUR 4.799,00 gross per month, depending on previous work experience. Start date: August 1, 2023

Please send your application including CV to finance@danubeschool.com or by post to

Danube International School GmbH
Finance Office
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