



**GERMAN
INTERNATIONAL
SCHOOL | Boston**

German International School Boston is a bilingual independent school serving students from age 3 to grade 12. Learning at GISB is a multilingual, multicultural experience; graduates earn both a US high school diploma and a German International Abitur. In multi-grade classrooms, dedicated teachers address each learner's unique needs. In addition to its international focus, GISB's urban location, and unique community make it a special place to learn and grow. Our mission is to prepare students for success in a global world. GISB is an equal opportunity employer, providing generous benefits and a collegial, international work environment.

We are seeking a **Head of Preschool/ Kindergarten teacher** for our new Early Education Center. This is a full-time position starting August 1, 2019.

Leadership duties involve but are not limited to the following:

- Review and develop new concepts and academic programs in line with the Quality Frames issued by the German government
- Plan annual cycles, including scheduling, staffing and personnel development
- Systematize processes through writing, implementing and storing, support information management system
- Review evaluation tools for both students and staff, implement oversight procedures, screenings, classroom observations etc.
- Personnel management and parent interface
- Organize and lead section development meetings
- Work very closely and consistently with the current Head of Early Education

Teachers at German International School Boston:

- Teach in diverse academic areas such as German, math, science, art and physical education to a group of 12 students, ages 4.9 – 6.5 in preparation for their entry into first grade
- Design and lead activities to promote metacognitive strategies and language readiness as well as physical, mental and social development through as games, arts and crafts, music, storytelling, and field trips
- Establish a safe and respectful classroom culture and daily routines
- Creatively use a variety of materials and resources to encourage children to explore both in learning activities and imaginative play
- Work with a team to create long-term curriculum goals and aligned weekly lessons
- Document children's progress through portfolio work, regular parent/teacher conferences and detailed year-end reports as well as regular informal family communication
- Participate in faculty meetings, the strategic development meetings for the early education program at GISB, and classroom observation/professional development partnerships





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The ideal candidate possesses:

- Experience in leadership positions with a structured, goal-oriented and responsible work style
- Excellent German and English language skills; native German-speaking ability preferred
- A B.A. in Early Childhood or Elementary Education (German Staatsexamen **(required for a visa)**)
- At least 2 years of classroom experience, ages 3-6, ideally in **both** Germany and the US **(required for a visa)**
- Resilience, flexibility, curiosity, and a positive attitude
- Significant degree of computer literacy (google tools, Word, etc.)
- High competency in communication, conflict resolution, personnel management
- Ability to connect with people from diverse backgrounds
- Initiative, independence, and the desire to work very closely and in a detailed manner with the current Head in leading a team of 15 teachers in a reliable and consistent manner
- Willingness to engage in reasonable weekly overtime (given extensive school holidays)
- Interest in the school at large

For questions contact the Dean of the Lower Campus, Lauren Sallis at 001-617-779-7393. Please submit a compelling resume and cover letter to Lauren Sallis, lauren.sallis@gisbos.org.

