



AMERICAN INTERNATIONAL SCHOOL OF ZAGREB UPPER SCHOOL ASSOCIATE PRINCIPAL SEARCH

START DATE: AUGUST 1, 2026



American
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Our Vision

Experiencing the Future, Today.

Our Mission

We develop skills and character for futures rich with promise.

Introduction

The American International School of Zagreb (AISZ) is an award-winning institution dedicated to creating a supportive and inspiring learning environment for nearly sixty years. As an independent, coeducational, non-profit school, AISZ offers students the opportunity to pursue the International Baccalaureate Diploma (IBDP), the AISZ Honors Diploma, or the American High School Diploma in their final years. From Early Childhood through Grade 12, our standards-based, inquiry-driven programs spark curiosity and help more than 350 students grow as confident, capable learners. With a community that brings together over 40 nationalities, AISZ is a place where children ages 3 to 18 are encouraged to explore, connect, and develop a truly global perspective.



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Recognized as the oldest and largest international school in Zagreb, AISZ holds a special distinction as a U.S. Department of State Assisted School. In 2018, AISZ opened an award-winning, environmentally sustainable campus situated in the picturesque Bundek Parkland area, just five kilometers from central Zagreb.



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A Tradition of Excellence

In August 2025, AISZ received the Professional Learning Community Model School Award from Solution Tree International in the United States, becoming the first school in Europe to earn this honor. This prestigious award is presented to schools that demonstrate outstanding systems supporting learning and have achieved at least three consecutive years of improved academic performance. AISZ also boasts prestigious accreditation from the Middle States Association Commission on Elementary and Secondary Schools (MSA), a testament to its unwavering commitment to academic excellence and institutional integrity. In 2023, MSA recognized AISZ as a Program of Distinction for World Languages. In Spring 2024, AISZ undertook IBDP re-authorization, and by December 2024, AISZ successfully completed its most recent mid-term accreditation, reaffirming its adherence to rigorous standards of quality and continuous improvement.

Additionally, AISZ is an active member of the Central & Eastern European Schools Association (CEESA), a dynamic network that fosters collaboration and synergy among its member schools. AISZ also holds a special distinction as a U.S. Department of State Assisted School. More information can be found on the school [website](#).

The AISZ Professional Learning Community Ecosystem

The American International School of Zagreb is a mission and vision-driven school. We are a Professional Learning Community (PLC), where our success is achieved through collaboration and interdependence. We work together as a community to achieve the best possible results for all our students. The AISZ Learning Ecosystem describes a commitment to academic excellence, social-emotional well-being and adoption of strong systems to ensure every student meets with success. At AISZ, our goals matter, and we adhere to our systems to ensure the success of every student in our school.

Our AISZ Culture

At the heart of AISZ is our focus on creating a positive school culture for our students, our staff, and our families. We believe this approach is foundational to the success of our organization. Our desired culture is not something that happens randomly; we are thoughtful and deliberate about building the culture that we seek. The key tenets of the AISZ culture are:



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A Culture of Extraordinary Care

1. Celebrations and Traditions - We practice gratitude, celebrate accomplishments and invest in both school spirit and our traditions to ensure student belonging.
2. Values: Respect, Responsibility, Kindness, Resilience - Our character values guide how we interact with one another at AISZ.
3. Learning: Positive Growth Mindsets and Relationships - We believe all students can learn at high levels and in our ability as educators to build relationships and help students reach excellence.

A Culture of Excellence

1. Collaboration and Collective Responsibility - We believe that we are stronger when we collaborate and we take responsibility for the learning of every child.
2. Academic Excellence: Results - AISZ is rooted in a philosophy of academic excellence for every student and our success is measured by our results not our intentions.

The Imagined

1. Innovation - Our vision of “Experiencing the Future Today,” inspires us to continue to thoughtfully innovate and teach relevant skills students need for the future.

Faculty and Staff

AISZ is led by the School Leadership Team, which consists of the Director, Upper and Lower School Principals, Upper School Associate Principal, Business and Operations Manager, Human Resources Manager, Admissions and Alumni Transition Manager, Communications Manager, and IT Manager.

Academic Leadership and Strategic Development is led and overseen by the Director, the Principals, the IB DP Coordinator and the Curriculum leads from Lower School and Upper School Curriculum. Middle-Level leadership differs in design in Upper School and Lower School, but is based upon distributed leadership models.

Over 60 faculty members and more than 40 support staff members support the learning of 350 students from nearly 40 nations. Currently, the faculty consists of personnel from 13 nations.



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About the Upper School at AISZ

The Upper School at AISZ is a vibrant international learning community where over 40 nationalities come together in an English-speaking environment. Diversity is at the heart of who we are, inspiring us to empower students to grow as confident, independent, and lifelong learners.

Our Middle School program (Grades 6–8) focuses on developing ownership of learning, resilience, and community engagement. Students explore an age-appropriate broad curriculum and co-curricular options while building the skills and mindset needed to thrive in high school and beyond.

In High School (Grades 9–12), students engage in structured and student-directed inquiries that build on the foundations of middle school. They develop independence, critical thinking, and self-management while choosing among four diploma pathways: the AISZ Diploma, AISZ Honors Diploma, IB Diploma Programme, or AISZ Diploma with IB certificates. Counselors provide personalized support as students navigate their academic options and prepare for university.

AISZ welcomes and supports a full range of neurodiverse students. We believe this diversity strengthens our community and increases our collective intelligence and instructional practice. In alignment with this philosophy, AISZ recently added our Bridges Program. This important program further strengthens our inclusive community by supporting Upper School students with intensive learning needs. To support our work ensuring all students learn at high levels and are social-emotionally well, we have implemented a Multi-Tiered System of Supports (MTSS). MTSS is our way to ensure that no student falls through the cracks and every student gets the support and challenge they need in a timely, proactive manner.



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The AISZ Curriculum

Our curriculum is built around U.S. based standards, including American Education Reaches Out (AERO), Next Generation Science Standards (NGSS), Standards for Health and Physical Education (SHAPE), National Core Arts Standards (NCAS), and College, Career and the Civic Life (C3) framework. These standards are taught using an International Baccalaureate grading structure in grades 6-10 that ensures students are applying their learning in ways that prepare them for the IB Diploma program and 21st-century learning approaches. At AISZ, every student is known, supported, and challenged and we have adopted the CharacterStrong Curriculum to ensure student success and well-being.



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About Croatia

A small country with a rich history, Croatia awes visitors with its wide variety of culture, cuisine, and natural and architectural wonders. Croatia is both a Central European and Mediterranean country, bordering Slovenia in the west, Hungary in the north, Serbia in the east, and Bosnia and Herzegovina in the south. Part of the country lies on the coast, while the other rests in continental Europe, creating a dichotomous path of discovery that engages all the senses.

Travelers to Croatia can explore its 1,185 islands (only 48 of which are permanently inhabited), taste the freshness of locally grown organic produce, tour privately owned wineries, marvel at the breathtaking colors of its famous lakes, and succumb to the seductions of the region's converging cultures. Croatia unfolds a unique mix of Italian, Germanic, and Slavic influences, indulging visitors to discover a rare gem in the world of travel.



As the capital of Croatia, Zagreb has many historical sights, museums, and beautiful green oases that would delight any visitor. It is one of the oldest and safest Central European cities and a perfect combination of rich heritage, lively rhythm of street life, and a multitude of attractions that will awaken all your senses. There is much to see and do in Zagreb and its unique location also allows for easy access to a variety of other countries just a short drive away (Italy - 3 hrs, Slovenia - 2 hrs, Austria - 2.5 hrs). A host of additional activities can be easily accessed within Croatia with mountain and ocean activities found less than 2 hrs drive away.



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Position Overview

Position Description

Systematically ensuring that all students learn at high levels and are socially emotionally healthy at AISZ is at the heart of our schoolwide mission. The role of the Upper School Assistant Principal (Grades 6-12) is to ensure that both of these essential concepts are systematically implemented. This important role will support student behavior at the upper school while also creating strong systems across the entire school to ensure the learning and wellness of all of our students. This leader will work directly with students, parents, and teachers as well as create and manage foundational data and systems to ensure student and school success. We are seeking a candidate with a strong background in Middle School Leadership. The Upper School Associate Principal will report directly to the Upper School Principal.

Duties and Responsibilities

Positive Culture and Behavior Intervention Duties

- **Professionalism and positive example.** Build strong relationships and when needed, advocate for students who struggle with behavioral issues and relationships. Build strong relationships with students, staff, and parents to leverage in this effort. Ultimately, promoting a culture of positive behavior intervention and support at AISZ.
- **Middle School Identity.** Begin to help the organization recognize the unique learning, developmental and social-emotional needs of middle school students. Help to build an age-appropriate middle school identity and program that is more than just a “preparation for high school” approach. The middle school student council and grade-level leads should be leveraged to help achieve this effort.



- **Support Appropriate Student Behavior.** Work with grade-level teams grades 6-12 to support intervention strategies before they become discipline problems, assist teams in classroom management training, and direct the process for Stage 2 infractions. Implement behavior plans in coordination with the academic registrar for academics as needed. This will include liaising with referring teachers on supporting them and proactive efforts to prevent future infractions. Partnering with parents of students who exhibit behavior challenges is an essential part of this work. Finally, collaborate with other school leaders to define, redefine and consistently enforce our behavior code.
- **Community Blocks and Student Life Events.** Liaise with the Principal, Academic Registrar, and Grade Level Leads on the structure and planning of community blocks, rallies, special events, project weeks, special visitor/lectures, and community building.
- **Grade Level Leaders Student Behavior Mentor.** Work directly with grade-level leaders to organize behavior support for students including mentoring grade-level leads and coaching of homeroom teachers on a range of intervention strategies. This includes training and guidance that enables them to counsel homeroom and classroom teachers on successful behavior interventions and supports. This includes the organization of mentors for each student and an organized mentoring program.
- **Adaptability.** As a small school our educators wear many hats. Our next deputy principal will need to be ok with their role changing as the needs of our community evolve.

Curricular/Academics

- **Manage and Act on Data:** Collect, monitor, and act on behavior data trends. This includes ManageBac behavioral data, attendance data, SSRS data and actions, and academic grades in collaboration with Principal and Academic Counselor.
- **Leadership & Facilitation.** Work directly with upper school PLC teams to support their collaboration and student learning goals. This includes supporting their efforts to review student learning data and act on that data by altering instructional practice or implementing interventions. There will be elements of modeling for and coaching PLC teams where appropriate and needed.



- **Multi-Tiered Systems of Support (MTSS).** Work directly with divisional Social Emotional Leaders, Student Services Coordinator and Curricular Leads to manage and ensure our MTSS system is implemented with fidelity. This will include leading the Upper school Student Services Team (SST) meetings.
- **Learning and Participating in Meetings.** Lead or participate in essential data and learning meetings needed to organize classroom and division intervention efforts.
- **Curriculum Support.** Support the AISZ Curriculum Coordinator with curriculum creation, alignment, and documentation efforts. This may include assisting teachers and PLC teams with “unpacking” curriculum standards to ensure learning target clarity for students.
- **Professional Development.** Advise the curriculum coordinator and Academic Leadership team on PD opportunities for staff.
- **Lead Social Emotional Support Programs.** Responsible for working collaboratively with SEL leaders on the creation, implementation, and tracking of all SEL-related programs at AISZ. This includes working directly with division-level social-emotional counselors and division principals as they do the routine work of this effort.
- **Supervision of Upper School Faculty.** Assist the Upper School Principal in hiring and providing instructional feedback to Staff and Faculty.
- **Teaching.** There may be opportunities for the Associate Principal to teach, co-teach or lead advisories. This will be decided in conjunction with the Upper School Principal based on interest and need.
- **Other Duties as Assigned.**

Desired Qualifications

- Degree in administration, educational leadership or similar certification
- Demonstrated experience as an Associate Principal or Dean of Students
- Experience in systems of supporting students such as Multi Tiered Systems of Support (MTSS), Professional Learning Communities (PLCs) or similar
- Experience in International Baccalaureate diploma program preferred
- Five or more years of successful teaching at the Upper School level



Compensation

AISZ offers a competitive compensation package for this position in a country with no income tax for foreign hires.

The Upper School Associate Principal's package includes:

- Housing allowance
- Comprehensive international medical coverage, including dental and vision Life insurance
- Long-term disability insurance
- Shipping allowance
- Annual home-leave flight allowance to home of record
- Tuition for up to 2 dependent children

Application Instructions

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

- A letter of application, explaining the strengths as a candidate and why the applicant is interested in the Upper School Associate Principal position at the American International School of Zagreb
- A one-to-two-page statement of educational philosophy
- A current résumé not to exceed two pages, addressing the preferred qualifications
- 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.)
- 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.



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Applications should be sent to the email address: **employment@aisz.hr**.

Please note again that applications must be sent as a single PDF file not to exceed 5 MB.

Candidates interested in learning more about the American International School of Zagreb are encouraged to visit the school's website at <https://www.aisz.hr/>.

The closing date for applications is **December 7, 2025**. Candidates are encouraged to apply early, as interviews will occur on a rolling basis. AISZ reserves the right to end the search when the ideal candidate has been found.



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