

AMERICAN INTERNATIONAL SCHOOL

RIYADH, SAUDI ARABIA

Excellence Since 1963



WHERE WE

Belong



Your New School

Envision spending your day surrounded by an inspired convocation of soaring Eagles! AIS-R's mascot, Eddie the Eagle, is also the inspiration for our school's honor code, which promotes respect for others, inclusiveness, individual differences, and appropriate behavior. To support our Mission, AIS-R has defined what it means to be an AIS-R EAGLE: **Empathetic, Accepting, Grateful, Learners and Empowered**. The Profile of an Eagle operationalizes our mission and provides a foundation for education at AIS-R. The American International School - Riyadh has been providing an exemplary American educational experience to the expatriate community of Riyadh since 1963 and is accredited by both the New England Association of Schools and Colleges (NEASC) and the Council of International Schools (CIS). Our educational program begins with Pre-Kindergarten and culminates with the IB Diploma Program in Grades 11 and 12. We are truly an international school, with more than 65 nationalities represented among our 1500 students and 220 faculty and staff members. Our pursuit of excellence in education continues to focus on the development of global citizens.

Our Mission

Together,
we cultivate inquisitive,
independent, and resilient learners
who inspire positive change in their communities.

AIS-R At A Glance

[AIS-R: Because...](#)

[AIS-R History & 60th Anniversary](#)

[Join Us Recruitment Video](#)

[HS Eagle Town Video](#)

[AIS-R Website](#)



Your New Campus

Venture into AIS-R's purpose built campus located within the brand-new Al Bustan Village residential compound, where all overseas-hired faculty reside. Located in the rapidly developing northern part of Riyadh, the AIS-R campus offers ease of travel and proximity to Riyadh's downtown, as well as King Khalid International Airport and other exceptional amenities. The school campus is technologically advanced, and environmentally efficient; a facility that will enable AIS-R to fulfill its mission and commitment to providing our community with innovative and meaningful learning opportunities and experiences.

We Believe That

Every individual has equal worth and dignity.

We are stronger when we embrace and learn from the diversity of our community.

Learning is a lifelong journey and is a catalyst for personal growth.

Our individual actions impact our interconnected global communities.

Open and honest communication builds trusting relationships.





Elementary School

Discover the exciting learning atmosphere that awaits in AIS-R's Elementary School! Classrooms are alive with energetic students, books, math manipulatives, technology, and dedicated enthusiastic teachers who share an innate love of learning. The Elementary School's team of over 70 teachers and learning assistants, leads its 600 students on a daily journey of educational discovery. Teachers continually hone their craft through numerous professional learning opportunities ranging from online coursework, to professional conferences, to workshops delivered by colleagues.

As a standards-based school, AIS-R references resources and programs such as Reader's and Writer's Workshop, Common Core Standards, NGSS and Making Thinking Visible. The learning experience is further enriched by our specialist classes: students attend art, music, Wellness, Health and Fitness (P.E.), drama and integrated technology classes each week, and Arabic learning begins in KG2. After-school activities are offered three times each year in eight-week sessions. Students also have the opportunity to participate in a wide variety of other activities such as stage performances, author celebrations, holiday celebrations, assemblies, Week Without Walls and much, much more.





Middle School



Explore all that AIS-R's Middle School has to offer! The Middle School's team of educators provides the kind of enrichment and support that allows our 350 students, in grades 6-8, to thrive. Core classes are offered in the humanities as well as integrated science and math program, in addition to specialist subjects such as STEM, technology, art, instrumental music, drama, and physical education.



The Middle School's advisory program plays a key role in creating a nurturing environment by fostering relationships between students and their teachers. The program also offers students enough time each day to work with peers and teachers on service-learning projects, character and team-building exercises, and communication skills. Once the instructional day ends, students can access a rich after-school activities and athletics program that includes clubs such as Eagle Ambassadors, Athletic Council and Model United Nations, as well as a full range of team sports. Many of these activities include participation in conferences and tournaments that involve other schools within the Kingdom. The Middle School building provides our students with ample space in large, bright classrooms, common areas, a full-service dining hall, gymnasium and athletic field, and a modern, well-equipped library/media center.





High School

Experience the diversity of curricular and extracurricular opportunities in AIS-R's High School! Our 500 students participate in a challenging, college-preparatory program of study and an amazing variety of activities and athletics. Grade 9 and 10 students follow a program of core subjects and electives designed to prepare them for entry into IB coursework in grades 11 and 12.

All of our students in the upper grades take at least one IB course, and a majority choose to complete the full IB Diploma. From Riyadh, AIS-R graduates matriculate to top colleges and universities across the globe. Particular emphasis is given to student life and school spirit through our extracurricular offerings. Athletic teams participate in tournaments each year with schools located within the Kingdom and across the wider Middle East region. Student Council and Model United Nations enable students to hone their public-speaking skills, and after-school clubs enjoy broad popularity.

A flourishing Week Without walls program creates service-learning opportunities in such diverse international locales as South Africa, Thailand, Nepal, Sri Lanka, Switzerland and Tanzania. Students experience authentic learning through the creation of AIS-R's yearbook, participation in theatrical, musical, and artistic performances and much, much more.





Your New Home

Settle in to your future home, Al-Bustan Village, the comfortable home of AIS-R faculty and their families. The family friendly, brand new, state-of-the-art, compound brings a whole list of new benefits. One major benefit is the fact that Al-Bustan Village is directly connected to the AIS-R campus, which makes for a short walk or bike ride to and from school each day. This proximity also provides the opportunity to use the fitness facilities before the start of the school day, or take a stroll with a coffee before your day gets going. Facilities such as pools, cafes, restaurants, wide foot paths, a hotel, a spa, recreation facilities and a full-size grocery store provide plenty of space for everyone to have a moment to relax and unwind. As Al-Bustan Village and our AIS-R campus continue to take shape, it is clear that the AIS-R community continues to flourish in Riyadh!





Your New City

Journey to the heart of the Middle East for the adventure of a lifetime! You are in for a welcome surprise when you come to Riyadh. It is bustling and cosmopolitan, rich with shopping centers, restaurants, coffee shops, heritage sites, in addition to old souqs and neighborhoods with the most interesting finds.

Grocery stores are plentiful, with many featuring products imported from North American and Europe. There are also outdoor vegetable souqs if you are looking for a different shopping experience. A dizzying variety of restaurants -- from Western-style chains and fast-food outlets to unique and exotic local restaurants -- offer up a wide range of ethnic flare.

Dedicated shoppers will enjoy the city's large selection of malls, filled with brands from across the globe. There are ample opportunities to experience the progressive change that is happening in Saudi Arabia with Riyadh Season, an annual 3-month festival of concerts, music shows, Winter Wonderland, and many more adventures.

You can spend your time connecting with other expats by joining one of several clubs, that revolve around special interests such as running, cycling, and camping.

In short, Riyadh and Saudi Arabia represent the best of both worlds: you will find many of the familiar comforts of home while enjoying the opportunity to discover a new world with surprises around every corner!

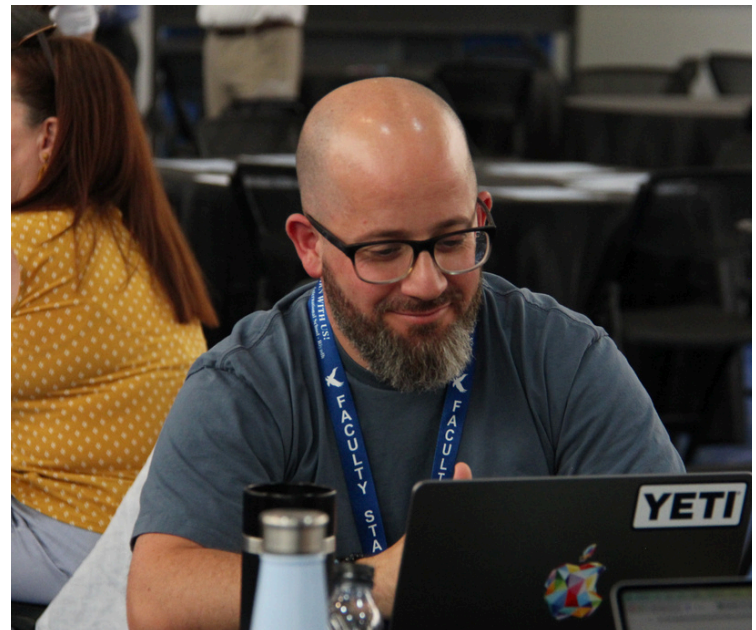




AIS-R'S SLT BENEFITS PACKAGE

SENIOR LEADERS
RECEIVE A
FANTASTIC
BENEFITS
PACKAGE!

- A competitive Administrator salary;
- A spacious, fully-furnished unit in a gated community in addition to a utilities stipend;
- Phone/Internet Allowance;
- A vehicle;
- An allowance for the shipment of personal items;
- A yearly allowance for professional development;
- Worldwide medical insurance coverage from an international provider;
- Substantial flight allowance;
- Retirement savings plan (5% of annual salary) with a 100% matching contribution from the school;
- Severance accrual as per host-country law;
- Reimbursement for unused sick and personal leave;
- Annual bonus for exemplary attendance.





Job Description

ES Associate Principal (EY-2)

Job Overview:

The Associate Principal for Early Years to Grade 2 (EY-G2) will serve as a key leader in the Elementary School, working closely with the Principal and other leadership staff to promote student achievement, foster a collaborative culture, and ensure the effective operation of the division. The Associate Principal will be a proactive, adaptable, and strategic leader with a passion for early childhood education, instructional leadership, and community engagement. This position involves a variety of administrative and leadership responsibilities, as well as active participation in curriculum development, staff supervision, student support, and parent communication.

Reports To: Elementary Principal

Key Responsibilities:

Leadership and Instructional Support:

- Serve as one of the Elementary School's senior learning leaders, modeling lifelong learning, promoting best practices, and designing programs that positively impact student achievement.
- Provide instructional leadership to faculty, staff, students, and parents, aligning with the school's guiding statements and vision.
- Collaborate with the Principal and Associate Principal G3-5 to enhance the quality of teaching and learning across the school.
- Assist in fostering positive behavior for learning by developing effective problem-solving and behavior management strategies with faculty, students, and parents.
- Supervise and guide staff performance evaluations, including positions with additional responsibilities.
- Assist with curriculum development and faculty learning structure, ensuring alignment with school goals and educational standards.
- Oversee the administration of external assessments and the use of data in instructional planning in collaboration with the Learning Office.
- Demonstrate a deep understanding of learners in EY to Grade 2, promoting a supportive and inclusive learning environment.
- Implement restorative practices when working with students, parents, and teachers to address behavioral concerns and foster a positive school culture.
- Supervises the infant/toddler daycare and kidcare programs at AIS-R, including staff oversight, scheduling, and program planning.



Job Description

Administrative Responsibilities:

- Assist the Principal in the overall administration of the school, ensuring the smooth operation of day-to-day activities.
- In the absence of the Principal, may serve as the acting Principal, overseeing all aspects of school leadership.
- Assist in the development and maintenance of the divisional master calendar and coordination of school events and activities.
- Plan and coordinate school assemblies, concerts, productions, and learning celebrations.
- Supervise student attendance and collaborate with staff to monitor and report on student attendance.
- Coordinate with the Director of Facilities to ensure proper maintenance, safety, and operational standards are met within the Elementary School.
- Assist in the preparation of student schedules and ensure alignment with school-wide policies and practices.
- Collaboration and Community Engagement:
 - Foster a collaborative leadership culture, valuing all voices and promoting a "whole school" view.
 - Build and sustain strong partnerships with faculty, staff, parents, and the broader community.
 - Maintain positive relationships with community stakeholders, supporting school initiatives and ensuring clear and consistent communication.
 - Liaise with the Admissions Team to support a smooth transition for new students and families, participating in the admissions process as needed.
 - Involve parents in their child's educational journey, keeping them informed and engaged in the school community.

Human Resources and Recruitment:

- Collaborate with the ES Principal and HR Director to conduct interviews and support the recruitment of highly qualified faculty and staff.
- Actively contribute to AIS-R's new hire orientation and onboarding programs for ES faculty and staff.
- Assist in faculty and staff professional development and performance evaluation, working closely with the Principal to support growth and accountability.
- Supports and monitors the Daycare and Toddler Care staff in managing the operations of the daycare program.

Qualifications:

Proven experience in a leadership role within an early years or elementary education setting.

Strong organizational skills with the ability to manage multiple responsibilities efficiently.

Excellent communication skills, both verbal and written, with the ability to engage diverse stakeholders.

Strong understanding of early childhood education principles and best practices.

Demonstrated ability to use data to inform decision-making and drive instructional improvement.

Experience in staff supervision, performance evaluation, and professional development.



Job Description

A collaborative mindset and a commitment to fostering a positive school culture.

Familiarity with restorative practices and their application in an educational context.

Core Values and Mindset:

Adaptability and problem-solving skills, with a proactive approach to challenges.

A commitment to lifelong learning and ongoing professional growth.

A holistic view of student development, focusing on academic, social, and emotional growth.

A deep respect for diversity, equity, and inclusion, ensuring all voices are valued.

A passion for early childhood education and creating positive learning environments for young learners.

Other Duties:

Perform other duties as assigned by the Principal.

Terms of Employment:

Salary will be assigned from the Administrative Salary Schedule; 210 day contract.

Learning and Growth:

Performance will be evaluated in accordance with school policy by the designated supervisor.



APPLICATION PROCESS

Please send your Cover Letter expressing why you are interested in the position, your leadership philosophy and your most recent resume with three confidential references to AIS-R HR Director, Maysa Johnson at mjohnson@aisr.org.

Please CC: Elementary School Principal, Georgina Schofield at gschofield@aisr.org

Deadline for applications to be submitted is September 20, 2026. AIS-R reserves the right to name a successful candidate prior to that deadline should the right candidate be found.



THANK YOU



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