

Position Announcement

to begin in August 2027



Lower School Assistant Principal & Student Support Services Coordinator (School-Wide)

AISV invites inspiring leaders to join our incredible community.

For over 30 years, the American International School of Vilnius has been a cornerstone of the Vilnius community, proudly standing as the city's oldest international school. With students from over 26 nationalities enrolled from Pre-K through Grade 12, we embrace diversity and foster a truly global learning experience.

Our strong partnerships with the U.S. Embassy, other diplomatic missions, and local businesses enhance our mission to cultivate confident, compassionate leaders ready to thrive in a globalized world.



www.aisv.lt



GUIDING STATEMENTS

Our Mission



AISV connects people and ideas through meaningful relationships within the school, our greater community, and the world. Even though we are growing, AISV strives to be the small school with a big heart. We build relationships with people in school, in Vilnius, Lithuania and in our regional and global communities. We do this in daily interactions, co-and extracurricular activities and sports competitions. We form associations through knowledge, values, ideas, and beliefs in and outside of our classes.

AISV inspires through a learning environment and educational programs where individuals are given choice to nurture their curiosity and foster their interests. At AISV, learning is about feeling comfortable and supported so that students have the opportunity to explore new ideas, discover their passions and meet their personal potential.

AISV empowers community members to cultivate their strengths, advocate for themselves, and pursue their passions to make a positive difference in the world around them. We expect that our students are active learners, who participate enthusiastically, take responsibility, accept challenges and demonstrate perseverance.

Our Vision

As global citizens, we are prepared to realize our personal potential, pursue our passions, and positively impact our ever-changing and interconnected world.

Our Values

-  Empathy
-  Open-mindedness
-  Curiosity
-  Accountability
-  Perseverance



We are a community where every human is known and belongs.

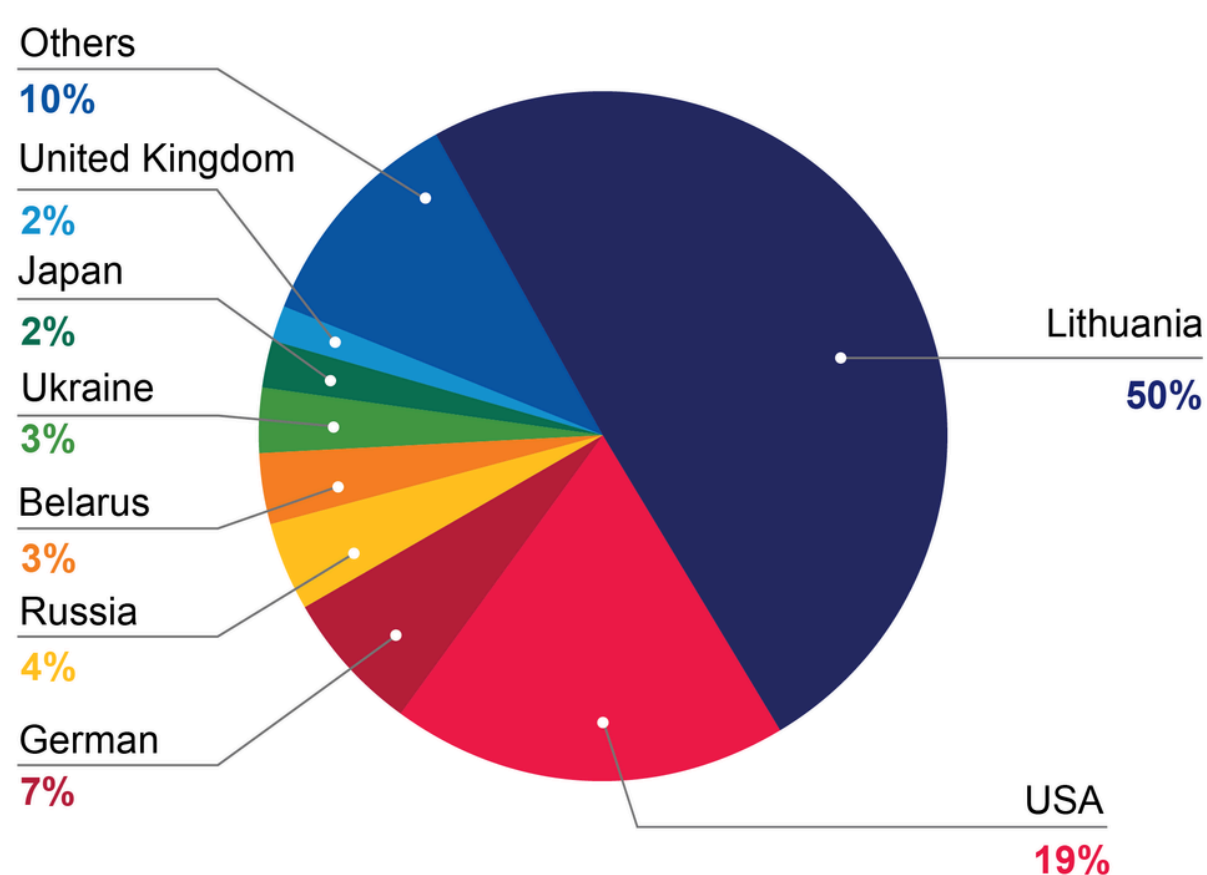
OUR SCHOOL

33 Years of Connecting, Inspiring, & Empowering Students

Our story began in 1993 when we opened our doors as a small school with just two students. Since then, we've grown into a vibrant international community and the oldest international school in Vilnius, now spanning two unique campuses: our state-of-the-art Lower School, nestled in a serene botanical reserve, and our Upper School, located in the historic heart of Vilnius' Old Town.

Together, we are one school, united in our mission to inspire students from around the globe. Today, AISV proudly hosts a diverse international student body from Pre-K2 through Grade 12, with 60 percent of our students representing over 30 different nationalities. Our fully inclusive environment, two campuses, and state-of-the-art facilities create an exceptional learning experience. Our graduates consistently gain acceptance into top universities worldwide, including Harvard, Yale, St Andrews, NYU, Abu Dhabi, the University of Chicago, Cornell University, and the University of Edinburgh.

AISV 2025-2026 Students' Nationalities



26
nationalities
represented



80%
IB Diploma
passing rate



70%
of faculty holds
advanced degree



5:1
student to
teacher ratio



380+
students



14
foreign embassies
represented

Lower School Campus



Upper School Campus



IB and U.S. Curriculum from PRE-K2 to Grade 12

Our Lower School (PreK-Grade 5) offers a nurturing, inquiry-driven education, with our Early Years program inspired by the Reggio Emilia philosophy. In Middle School (Grades 6–8) and High School (Grades 9–10), students engage in challenging, standards-based learning that promotes independence, critical thinking, and well-being. In Grades 11–12, students pursue the internationally recognized IB Diploma Programme, with a broad selection of courses and consistently strong academic results.

Student Support Services

AISV is committed to helping every student reach their potential through personalized learning and a comprehensive student support program. Our Student Support Services team provides inclusive learning support, English as an Additional Language (EAL) instruction, and social-emotional counseling. Working collaboratively with teachers and families, our specialists offer differentiated instruction, targeted academic interventions, individualized learning plans, and support for student well-being. Services are tailored to individual needs and available school resources, with additional fees applicable for certain levels of specialized support.

For more information about our curriculum, educational programs, and student support services, visit www.aisv.lt.



Living in Vilnius

Ready to Fall in Love with a City?

Imagine a city where history and modernity blend seamlessly, a place where cobblestone streets and Gothic spires lead to vibrant neighborhoods filled with innovation, culture, and global cuisine. Welcome to Vilnius, Lithuania's capital and one of Europe's best-kept secrets!



As a result of Lithuania's strong bilateral ties with the U.S., Americans are warmly welcomed here, benefiting from the deep-rooted connections of family and friendship between our nations. Vilnius offers an exceptional quality of life, with its charming Old Town, thriving arts scene, diverse culinary experiences, and endless recreational opportunities. Whether you're drawn to its rich history, dynamic atmosphere, or welcoming community, Vilnius is a truly special place to live and work.



A Green Oasis

Recently named the European Green Capital for 2025, Vilnius is an urban sanctuary surrounded by lush green spaces, clean air, and serene riverside views. It's an ideal setting to balance your professional aspirations with personal well-being.



A Global Community

Vilnius is a truly multicultural hub, with 1 in 10 residents hailing from abroad. Join a growing expat community and feel right at home in a city that welcomes people from all corners of the world.



Innovation Meets Tradition

As the fastest-growing city in the CEE region (Eurostat 2023) and named the most dynamically developing city in the region (CEE Business Awards 2022), Vilnius blends a vibrant economy with the beauty of its medieval streets, Baroque architecture, and modern comforts.

A Culinary Wonderland

Kickstart your day with a rich coffee and brunch at a cozy café or trendy spot offering a fusion of local and international flavors. By evening, embark on a gastronomic adventure through Vilnius's thriving food scene, home to four Michelin-starred restaurants and countless hidden gems that showcase Lithuania's culinary artistry.

Qualifications

and requirements for a
successful candidate

The American International School of Vilnius seeks an inspiring and innovative Lower School Assistant Principal & Student Support Services (S3) Coordinator for our exceptional school and community.

EDUCATIONAL QUALIFICATIONS

Master's Degree (preferred) in Special Education, Educational Leadership or related area.

Bachelor's Degree or extensive experience in special education

Experience as a classroom teacher and teacher leader.

Current Teaching Certification in School Leadership or Special Education (Mild/Moderate and/or Severe Licensure).

PROFESSIONAL EXPERIENCE

Administrative: A minimum of 8-10 years in education, including at least 2-4 years in educational leadership. Previous Lower School and school-wide learning support leadership experience is highly desired.

Curriculum: Demonstrated commitment to high quality practices including inquiry-based learning and standards-based assessment practices. Experience with the Reggio Emilio and Inquiry-based learning is highly preferred.

Leading Student Support Services: Extensive experience in managing school-wide student support services, including updating school policies, scheduling, case management, and ILPs.

Team Leadership: Demonstrated expertise in supporting international and local educators and staff. Experienced in onboarding processes and fostering professional growth through effective leadership.

MTSS Expertise: Proven experience with training teachers in MTSS and identifying strategies for students.

FOCUS AREAS

- Ability to connect, inspire, and empower students, parents, and staff (staff + faculty).
- Drive academic inclusivity, excellence, and achievement among students.
- Develop and refine systems to optimize community resources.
- Solidify the school's reputation as the leading Lower School international education provider in Vilnius.
- Champion supporting and refining student support services.

Qualifications

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LEADERSHIP QUALITIES

Exceptional team building skills, with a proven ability to manage change effectively.
Expertise in leading a school community with a balance of consistency and approachability.
Public speaking skills and the ability represent the position and school internally & externally.

PERSONAL QUALITIES

- Energetic, enthusiastic, visible, and approachable.
- Deeply committed to fostering academic excellence and innovation.
- A collaborative, caring leader who prioritizes high community morale and trust.
- A person of unimpeachable integrity and ethical standards.
- Open-minded and culturally sensitive, respecting and embracing diversity.
- A clear, effective, and transparent communicator.

ADDITIONAL SKILLS AND REQUIREMENTS

Language Proficiency: Fluency in English is required; proficiency in additional languages is highly advantageous.

Digital literacy: Proven ability in digital literacy, including effectively integrating technology into academic instruction, operational systems, and communication.

International Experience: Preferred, but highly qualified and experienced candidates are invited to apply.

Full job description.

COMPETITIVE BENEFITS & SUPPORT PACKAGE

Joining the American International School of Vilnius as the Lower School Assistant Principal and Student Support Services Coordinator comes with a competitive benefits package designed to support a comfortable and fulfilling experience in Vilnius. In addition to a rewarding leadership role in a vibrant international community, the position includes a housing allowance, providing a high standard of living in the city.

The package further includes international health insurance (including the U.S), a retirement contribution, free lunch, annual home leave stipend, and professional learning opportunities. This comprehensive support reflects American International School of Vilnius' commitment to attracting and retaining top-tier educational leaders.

Application Process

APPLICATION REQUIREMENTS AND PROCEDURE

The American International School of Vilnius believes in a safer recruiting process which takes the time to get to know candidates, their skill sets, and involves members of our team. We conduct a minimum of two interviews per candidate and may have additional interviews. Candidates should be aware that the school will contact references via phone or video call and may contact all previous places of employment. Candidates are required to provide background checks for all countries they have resided in for the last 10 years or a global background screening. American citizens are required to provide the FBI background check. The school will also run internet searches on candidates moving to the second interview.

The deadline for applications is November 15, 2026.

The preferred application process is via the internal posting on Search Associates. Candidates not registered with Search Associates are asked to submit a letter of interest and the requested materials listed below as early as possible as the AISV Search Committee reserves the right to close the selection process at any time if the right candidate is found. Online interviews will be arranged with the intention of completing the Lower School Assistant Principal & School-Wide Student Support Services Coordinator placement by mid December 2026. The Lower School Assistant Principal & Student Support Services Coordinator will commence his/her duties at AISV in August of 2027. Please note that due to bilateral trade agreements, candidates holding Colombian, Argentinian, or U.S. passports may be given preference.

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 Lower School Assistant Principal & School-Wide Student Support Services Coordinator position at AISV.
- 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. References must have the position level at a school where they would be aware of safeguarding or adult conduct concerns. The remaining referee may be peers or educators that the applicant has supervised.
- Optional: 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. The school prefers confidential letters of reference and will need to contact references prior to the second interview.

Applications should be submitted to via the posting on Search Associates or to Dr. Sunderman (asunderman@aisv.lt).