



ESTABLISHED
1953

American School of Warsaw

Deputy Director

Starting School Year 2027-28





We're determined to be a community that changes the world for the better.

Established in 1953, the American School of Warsaw (ASW) is one of Central Europe's premier international schools, distinguished by its strong American educational foundation, global outlook, diverse community, and commitment to excellence. ASW is an independent, non-profit, coeducational day school assisted by the U.S. Department of State Office of Overseas Schools. ASW serves 1,000 students from Pre-Kindergarten through Grade 12 and represents over 50 nationalities. ASW's educational program aligns with American standards while incorporating an international perspective, offering the full International Baccalaureate (IB) continuum (PYP, MYP, and DP), as well as the DP Diploma and the American Diploma.

ASW's academic program combines both a university-preparatory framework and an emphasis on inquiry, conceptual understanding, and holistic development. Teaching and learning are concept-driven and standards-aligned, equipping students to apply their learning independently in new and authentic contexts. ASW is a values-driven community distinguished by the quality and commitment of its educators, state-of-the-art facilities, and a deep emphasis on belonging, wellbeing, and lifelong learning. Located on a beautiful and fully renovated campus, ASW blends its historical roots with a forward-looking commitment to high-quality education, social-emotional learning, and rich co-curricular programs in arts, performance, athletics, and design, as well as active global citizenship and service learning.



We work together.

Our students actively listen and engage with others to create or do something they could not have created or done on their own.

We step forward and make things happen.

Our students make active choices to pursue areas of study that inspire and challenge them, and they initiate their own learning by being curious to investigate further, identify solutions and act.

We put the same into life as we put into school.

Our learning and experiences at school, home and beyond are connected, inspiring and engaging.

We make the whole world our classroom.

Our students have the skills to inquire and make meaningful connections between what they experience in school and the world around them.

We bounce back when things don't go our way.

Our students challenge themselves to take risks, reflect on experiences and show resilience.



A School Built for the Future

Our commitment to educational excellence is supported by a state-of-the-art campus that has recently undergone a remarkable multi-million dollar renovation. This extensive transformation has modernized our facilities, enhancing infrastructure while prioritizing student safety, collaborative spaces, and comfort. The picturesque campus in Bielawa, just a short distance from the city of Warsaw, provides an ideal setting for this exceptional learning environment.



Position Overview: Deputy Director

The appointment of the new Deputy Director in July 2027 marks an important milestone in ASW's journey. The school will have just completed a comprehensive community engagement process to draft its new Mission, Core Values, Guiding Principles, and multi-year Strategic Plan. The appointment represents a wonderful opportunity: the successful candidate will form a strong senior leadership partnership to bring the newly defined guiding statements and strategic pillars into reality across every aspect of school life.

Reporting to the School Director, Dr. Michelle Kleiss, who began her tenure in July 2025, the Deputy Director will serve as her executive partner. For this position, we are looking for an adaptive and inspiring leader who brings a systems-minded approach, a strong educational vision and human-centered leadership; someone ready to form a partnership built on trust, honest dialogue, and a common commitment to the school. The ASW Deputy Director serves as a flexible, high-impact leader who can translate policy and strategy into concrete practice, ensuring whole-school alignment, leading and supporting priority initiatives, and, as needed, representing the School Director across internal campus/external school life.

Key Priorities & Focus Areas

DIRECTION SETTING & HIGH EXPECTATIONS

Working closely with the School Director, the Deputy Director establishes and communicates a clear educational direction across EY-12. The Deputy Director sets high expectations, develops whole-school frameworks to ensure a seamless curricular continuum, and builds strong transitions to keep the elementary and upper school experience connected and unified.

Day to day, the Deputy Director empowers the Principals and Director of Student Support and their teams with operational and instructional authority to lead. Within this shared direction, the Deputy Director ensures Principals and the Director of Student Support drive decisions, curriculum development, scheduling, programming, growth and development, and appraisal. Principals maintain holistic ownership of every student in their division while the Director of Student Support designs, coordinates, and oversees the frameworks and structures for all student support programming.

These expectations are paired with strong support, warmth, and empathy to foster a healthy adult culture focused to ensure what is best for students.

PERFORMANCE MANAGEMENT & LEADING CHANGE

The Deputy Director builds the systems that help our leaders work effectively and keep the entire school aligned from Early Years through Grade 12. This includes overseeing the faculty evaluation process to ensure consistent, meaningful feedback for everyone and supporting teacher growth and student learning. As new initiatives roll out, the Deputy Director leads clear, thoughtful change, sets expectations, and supports staff every step of the way.

PROFESSIONAL LEARNING ACROSS THE SCHOOL

The Deputy Director leads the professional learning strategy across the school to support ASW's strategic goals. In collaboration with Principals and the Director of Student Support, the Deputy Director sets annual and multi-year professional development focus areas that align divisional and IB Professional Development (PD) plans - as well as staff needs- to improve student learning.

ACCREDITATION & INNOVATION

Working alongside the School Director and leadership team, the Deputy Director oversees ASW's accreditation cycles with NEASC and the IB, ensuring we meet or exceed international standards. The Deputy Director also supports thoughtful innovation and leverages educational technology giving teachers and leaders the trust and flexibility to refine pedagogy and practice and help students thrive.

SAFEGUARDING AND RISK MANAGEMENT

The Deputy Director champions the school safeguarding program and partners with Designated Safeguarding Leads (DSLs) and the Child Protection Officer. The Deputy participates in Response Team meetings. The Deputy Director collaborates closely with the School Director and Finance and Operations Director to oversee risks, emergency plans, and legal compliance across all operations.

ADAPTIVE PARTNERSHIP

As a trusted thought partner, the Deputy Director takes direct ownership of high-priority strategic initiatives assigned by the School Director. The Deputy Director handles complex administrative challenges and serves as a warm, visible, relational presence on campus, building trust across the entire school community.



Core Responsibilities

- Co-establishes strategic direction, sets high expectations, absorbs day-to-day operational challenges, and serves as acting School Director during absences.
- Establishes a clear multi-year curriculum review cycle; approves revised subject frameworks and scope-and-sequence documents developed by Principals, IB Coordinators, and teacher teams to ensure alignment.
- Oversees the EY-12 faculty evaluation frameworks, ensuring consistency, accountability, and professional growth while leaving direct classroom observations, feedback, and evaluation to the Elementary and Upper School Principals and Director of Student Support and their teams.
- Leads the whole-school professional development strategy, aligning professional development days with strategic goals, student data, and staff needs.
- Supports the School Director in rolling out Board policies and strategic initiatives, turning big-picture goals into clear communication, workable systems, and measurable results.
- Partners with the Principals and the Director of Student Support to ensure the full continuum of Student Support Services, from learning support and EAL to Highly Able, Gifted and Talented programming, is fully integrated into divisional operations, reinforcing that student support operates as an inclusive whole-school model.
- Supports the Director of Student Support in enforcing student enrollment contract terms signed by parents, including the mandatory disclosure of all student educational and psycho-educational evaluations, ensuring all relevant legal compliance is followed.
- Partners with the Educational Leadership Team to lead NEASC and IB accreditation/authorization cycles, ensuring institutional standards are met or exceeded.
- Provides leadership and oversight for Coordinators, leveraging their expertise for curriculum alignment and innovation.
- Supports the school-wide safeguarding program while empowering principals and their teams to uphold positive student behavior standards and whole-child well-being.
- Collaborates closely with the Finance and Operations Director on budget execution, risk management, emergency readiness, and compliance, while providing high-level oversight for athletics, trips, and co-curricular programs.
- Takes direct ownership of special projects and/or assignments as designated by the School Director, maintaining the operational flexibility needed as school priorities evolve.

Qualifications And Personal Attributes

LEADERSHIP SKILLS

- Proven track record as a senior educational leader (e.g., Deputy Director, Assistant Head, Associate Superintendent, or Division Principal) in a high-performing, accredited international school.
- Documented success in leading sustainable organizational change, informed by research and data, and guided by a collaborative, human-centered approach.
- Demonstrated ability to set strategic direction, lead systems-level change management, and oversee impactful faculty performance management frameworks.
- Experience in curriculum design and alignment, IB frameworks, inclusive pedagogy, and whole-school professional learning.
- Experience partnering on major accreditation cycles (NEASC and IB Continuum).
- Strong background in whole-school safeguarding practices, emerging technologies, and co-curricular programs.
- Excellent organizational skills and sound judgment, with the ability to balance long-term strategic goals with day-to-day operational realities.
- Master's degree required; advanced degree (Ed.D. / Ph.D.) or administrative credential preferred.

PERSONAL QUALITIES

- Driven by a passion for organizational and academic excellence; sets ambitious standards, demonstrates exceptional follow-through, and holds self and others accountable to high expectations.
- Possesses strong organizational discipline and the strategic drive required to move complex initiatives from vision and concept into impactful, measurable reality.
- Leads with an approachable, relational, and accessible style, rooted in active listening, emotional intelligence, and cultural humility, that builds deep trust across a diverse community.
- Demonstrates exceptional judgment and written/interpersonal communication skills, delivering clarity, delegating effectively, and making thoughtful, transparent decisions.
- Brings sustained energy, a calm temperament, and steady resolve to navigate complex challenges, inspiring confidence, optimism, and continuous improvement.
- Genuinely enthusiastic about embracing life in Warsaw and engaging meaningfully with Poland's rich cultural context and ASW's international community.

How To Apply

Qualified and interested candidates are invited to submit their confidential materials as one full PDF document. Please include:

- A cover letter expressing specific interest in the Deputy Director position, outlining their alignment and enthusiasm with the key priorities and strategic focus areas outlined in this document.
- A current CV/resume.
- A statement of educational leadership philosophy and practice.
- A list of current and past references with contact details (references will not be contacted without prior candidate permission).

Application Link: [\[CLICK HERE\]](#)

Application Deadline: November 18, 2026