

Recruitment Process for Teachers 2010-11

Introduction

AISB is a dynamic, vibrant school making the quantum leap of becoming mission-driven.

For the next academic year, we shall be looking for qualified, experienced and inspirational teachers who will help take the school to the next level of its development, help deliver the Strategic Plan and, above all, ensure that all our students achieve at the highest level of their potential.

If the above interests you...read on!

Recruitment Fairs

AISB will recruit through the following Fairs in 2010: **London CIS and Search and Cambridge Search**. In addition two members of our senior administrative team will be present at the **ECIS Conference in Nice** and would be available for initial discussions with candidates wishing to explore the possibilities of working at AISB. Interested candidates should watch our **website** for vacancies.

Timeline

Current faculty have until Monday 11th January to return contracts for next year. After this date we shall have a definite list of positions vacant and these will be posted on our website as well as forwarded to the recruitment agencies. However, vacancies will be posted as soon as we know them, so you should check regularly from mid-November onwards.

Process for securing an interview at a Recruiting Fair

Principals of each division will screen résumés received by AISB and make a recommendation to the Director for inclusion on an interview list at the Fair.

The Principals accompanying the Director to the respective Fair will also screen the Fair data-base for suitable candidates to be included on the AISB interview list.

Initial interviews will be conducted individually by the Principal. The Director will normally interview all finalists, but may delegate the final interviewing where necessary or appropriate.

Telephone or in-person references will be sought during the course of the Fair. Successful reference checking may lead to contracts being offered during the Fairs. The Director will make all financial and contractual arrangements with the chosen candidate.

Please note that AISB will also entertain applications from candidates not associated with a recruiting agency and who have applied directly to the school. If you are interested in making a direct application, please email the Director's assistant Mrs. Gabi Pitz at the following address, jobs@nk.aisb.hu

You need, however, to be aware of the fact that AISB requires a face-to-face interview for all positions and that the travel costs would be at the candidate's expense.

AISB Ethos and Requirements

I. Equal employment opportunity

The School is committed to providing equal opportunity in employment to all employees and applicants for employment. No employee or applicant shall be discriminated against on the basis of race, religion, color, sex, national origin, disability or sexual orientation.

II. Candidate qualifications

The following criteria are elaborated below.

- Relevant degrees and certifications
- Relevant experience
- Intercultural experience
- Contribution to the diversity of the school
- IT-literate with preference being given to those who use technology in the classroom on a regular basis
- Contribution to our co-curricular programs

Note 1: These criteria describe our goals, which may not always be achievable given the available candidate pool. When necessary, the Division Principal and Director will determine if flexibility is warranted.

Note 2: AISB hires both single teachers and married couples. We always look for the best-qualified candidates available for vacant positions.

III. Degrees and certification

The expectation is that all appointees will have a Master's degree and the appropriate/accepted teacher certification from their country of origin. However, the school will also look favorably at candidates with a Bachelor's Degree and an array of suitably targeted professional development courses.

IV. Experience

For teachers, we seek candidates who have three years or more of experience teaching in the same subject as the open position or at a similar grade level.

Overseas experience is particularly valuable.

V. Intercultural experience

AISB is interested in candidates who have lived in any country outside their own for some length of time, or who have traveled widely. The ideal candidate for our programs will also have lived (studied or worked) in an English-speaking country.

Conclusion

If you fill most of the criteria and are interested in working at a vibrant school in a beautiful central European city, have a closer look at our website. If you think that there's a possibility of a win-win situation for both you and AISB, please apply!

Best wishes and the best of luck in your job search!

Ray Holliday-Bersegeay
Director

07.12.2009