



**VIENNA INTERNATIONAL SCHOOL**  
**seeks a**  
**Chief Digital Information Officer (CDIO)**  
***Starting date: August 1, 2018 or earlier, if possible***

**THE SCHOOL**

The Vienna International School (VIS) is an independent, not-for-profit, preK-12 coeducational day school operating in the city of Vienna, Austria. VIS was founded in 1978 to serve the children of the United Nations and diplomatic communities in Vienna. It is also open to children of the international business community and a limited number of Austrian families.

The enrolment for the school year 2017-2018 is 1403 students representing over 100 nationalities. In most grades, there is a waiting list for entrance into the school.

VIS offers an international university preparatory curriculum leading to the International Baccalaureate Diploma, a VIS Academic Diploma or a VIS General Diploma. The School is accredited by the Council of International Schools and its curriculum is approved by the Austrian Ministry of Education. VIS recently became the first recognized Eco-School in Austria. The School is divided into two major divisions: Primary and Secondary.

**PRIMARY SCHOOL**

The Primary Division is sub-divided into Pre-Primary (ages 3 through 5) and Primary (Grades One through Five) and implements the IB Primary Years Programme. Specialist teachers are available to teach Information Technology, English as a Second Language, German, Library Skills, Music, Physical Education and the Learning Support Programme. Classroom teachers are responsible for other core subjects.

**SECONDARY SCHOOL**

The Secondary School includes students from Grades 6 through 12. In Grades 6 through 10, students follow the IB Middle Years Programme (MYP) which was fully authorized in 2012. Subjects offered include English, German, French, Spanish, Mathematics, Sciences, Humanities, Physical Education and a choice of a creative arts and/or technology based subjects. The MYP programme prepares the students for the rigour of the IB Diploma in Grades 11 and 12 and the opportunity to gain the Austrian Matura.

**FACILITIES**

The school buildings include a Pre-Primary block, a Primary School wing and a Secondary School wing. In addition, there are art studios and music rooms, seven science laboratories, four computer laboratories, a Secondary School library and audio visual media centre, a Primary School library, theatre, cafeteria and five gymnasiums. The campus includes a playing field and running track, two all-weather sports areas, three playgrounds, an outdoor theatre arena and a small ecology area.



## FACULTY AND STAFF

The strength of VIS resides in its highly qualified and dedicated faculty and staff. Many possess advanced degrees and several have served for many years at VIS. The Senior Leadership Team includes a Principal of Secondary, two Deputy Principals of Secondary, a Principal of Primary, a Deputy Principal of Primary, a Business Manager and now this advertised role of CDIO. The faculty is highly diverse, with 36 nationalities comprising 178 Teachers, Counselors, Specialists and Educational Support Staff. In addition, the administration staff includes a Finance Manager, ICT Manager, Data Manager, Human Resources Coordinators, Admissions Coordinator, and Development Officer comprising 54 administration staff members.

## THE POSITION

### Core responsibility:

The CDIO provides whole school visionary leadership in the development and management of digital learning, administrative systems and digital infrastructure.

[Please follow this link for the detailed job description of the CDIO](#)

### The successful candidate should ideally possess the following qualifications/experience:

- Degree level qualification
- a current registration to teach in country of qualification
- Advanced degree or other qualifications in related IT/management field an asset
- A record of success as a teacher/leader of digital learning activities for a diverse range of learners
- Experience in leading and working with teams (both technical and academic)
- A strong classroom practitioner with a wide range of teaching skills
- A knowledge of IT systems (including LMS) and infrastructure
- Knowledge and understanding of data compliance regulations
- Knowledge of both iOS and Microsoft platforms

#### Desirable experiences:

- Experience of managing large and complex projects
- Experience of implementing digital learning programmes and the systems to support them
- A working understanding of International Baccalaureate curricula
- Knowledge of systems like Managebac, iSAMS, Open Apply, Loga

### Professional Competencies:

- The ability to manage complex projects
- The ability to manage extensive budgets
- High-level inter-personal skills enabling effective team leadership
- The ability to communicate with, and support technical and academic staff
- The ability to analyse data and information, identify patterns and trends leading to suggesting and implementing solutions
- The ability to speak and write in English
- The ability to perform complex systems analysis and recommend improvements

#### Desirable skills:

- The ability to propose and implement sustainable change based on an analysis of data
- The ability to evaluate programmes and enable the work of others through consultation
- The ability to lead digital innovation and change
- The ability to speak and write in German
- A sense of humour
- The ability to sustain work-life balance

### Desired Personal Beliefs & Values:

- A strong commitment to the beliefs and values of the IB programmes
- A strong commitment to the belief that all children can be successful
- A willingness to support and promote intercultural understanding and international-mindedness

## SALARY & BENEFITS

The salary and benefits are competitive and will be dependent upon the qualifications and experience of the successful candidate (minimum Euro 90.000,-- gross p.a.) For a non-local hire, benefits include a settling-in allowance, contract travel at beginning and end of employment and administrative assistance with location of suitable housing. All VIS employees are subject to local taxes and pay medical and pension benefits as prescribed in Austrian labour law.

## APPLICATION PROCEDURE

Interested candidates should apply with a letter of application, CV and a statement of philosophy. Contact details of a minimum of three professional referees should be provided; these should include direct supervisors or persons in senior positions of responsibility who can validate the applicant's performance in a leadership or management role.

Professional dossiers may also be submitted by the candidate but the School's Search Committee reserves the right to apply directly to the writers of open testimonials for confidential statements.

**[Please register your interest and application through Schrole school services here.](#)**

The Vienna International School utilizes Schrole Connect ([www.schrole.com](http://www.schrole.com)) to manage all teaching and leadership applications, therefore all applicants are requested to follow the above link. Schrole is a school recruiting service that helps our internal selection panels to do an initial screening of applicants. If you are experiencing problems with Schrole, please email them directly on: [info@schrole.com](mailto:info@schrole.com).

**Please note that we are unable to accept applications by email or mail.**

Should you have general questions about our recruiting processes, please email Human Resources, Conny Schiessel on: [hr@vis.ac.at](mailto:hr@vis.ac.at).

*Deadline for receipt of full applications as soon as possible and no later than*

**Sunday, 14<sup>th</sup> January 2018.**

*Early applications are encouraged - the Search Committee reserves the right to appoint a suitable candidate earlier than this date if necessary.*

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Human Resources  
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