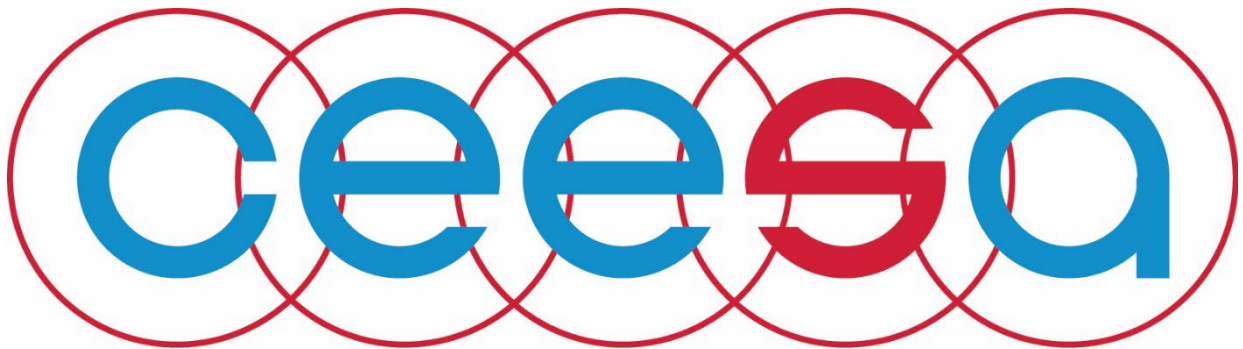


## Leadership Search



Executive Director

Central & Eastern European Schools Association

CEESA

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Application Deadline: February 19, 2024

Start Date: August 2025



## Introduction

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The Central & Eastern European Schools Association (CEESA) was founded in 1990 because of the growth of American and International Schools in Central and Eastern Europe. CEESA was formed to broaden schools' horizons and promote professional growth within the region. In addition to its annual conference in March, CEESA sponsors regional workshops, institutes, and meetings to foster professionalism, scholarship, and a deeper understanding of improvements for leading, teaching, and learning. CEESA is also proud to sponsor a variety of student activities, including many non-academic and sports events.

## Vision, Mission & Core Values

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In accomplishing its mission and vision, CEESA plays a prominent leadership role throughout the global educational community.

### Mission

CEESA is a collaborative community of international schools that enhances school effectiveness and inspires student learning and development.

### Vision

CEESA leads educational transformation through leading, collaboration, and teaching.

### Core Values

- CEESA is a movement for innovation where each learner's experience is better tomorrow. To broaden the dimensions of education of all schools involved in the Council
- No school is an island. Every day brings new discoveries and new challenges. We all do better when we face them together
- Our talents shine brighter when we share them. We pool our expertise and skills to harness the power of the whole community learning from each other. Everything is possible. We search for ideas that transform and have the power to make them happen

## Position Overview

*The Executive Director's role is multi-faceted. Reporting to the CEESA Executive Committee and working closely with a small, experienced support staff, the ED is responsible for delivering world-class professional conferences and professional learning events; supporting the strategic growth of the organization; managing the daily work and long-term development of the office team; sustaining clear communication with school leaders and teachers across the region, as well as corporate sponsors and friends; directing social media and print media; and representing CEESA at events within the region and globally, as may be required.*



## Preferred Background and Qualities

- A master's degree or higher in educational leadership, curriculum and/or instruction, or other relevant degrees
- Successful international strategic leadership experience in education and other appropriate areas
- Strong organizational skills: proven ability to lead a team
- Strong writing and speaking skills
- Expertise in the uses of technology/social media
- Visionary leadership
- Ability to commit to the declared values and mission of CEESA including our commitment to diversity, equity, and inclusion
- Positive, Caring, Compassionate, Fair, Focused, Friendly, Professional

## Position Responsibilities

### Program:

- Organizes one annual regional conference for Association members
- Produces three newsletters per year and an annual membership brochure
- Regularly visits and provides support to member schools
- Serves as a liaison among Association members
- Oversees the implementation of the Strategic Plan
- Creates an annual CEESA Survey for member schools
- Orients new school heads to CEESA
- Supports and develops in conjunction with CEESA schools, regional PD initiatives

### Administration:

- Attends and organizes all Executive Committee and Board of Directors meetings and other appropriate association meetings
- Communicates regularly with all members

- Responds to a variety of written and verbal requests related to membership in the Association, as well as to areas such as curriculum, employment, and information concerning Association members
- Actively contacts prospective members and promotes and encourages them to join the Association
- Proposes an annual budget in conjunction with the Treasurer for submission to the Executive Committee
- Monitors the CEESA budget in accordance with the financial policies of the Association.
- Provides periodic budget reports and makes appropriate budget projections
- Develops and manages all A/OS Grant Proposals and completes required grant reports.
- Works closely with the Regional Education Officer (REO) for Central and Eastern Europe, A/OS, as well as with other appropriate U.S. State Department officials
- Keeps updated procedure file for activities
- Monitors and disseminates information on The Health Care Program
- Negotiates the Health Care Program on behalf of CEESA schools
- Is accessible to CEESA member schools
- Manages an appropriately staffed office in Zagreb and remote settings
- Facilitates weekly project management meetings with the CEESA office team
- Provides ongoing supervision and feedback to CEESA office staff members, including an annual performance review
- Co-develops growth plans with CEESA office staff members in areas needed for more effective administration and operations

#### Public Relations:

- Serves as a spokesperson and representative of the Association, promoting the Association's Mission and Objectives
- Serves on appropriate boards such as AAIE, representing the Association and maintains a close relationship with other organizations
- Regularly contributes news articles and photographs about the Association and its activities to publications such as The International Educator, News Links, InterEd
- Maintains relationships with other regional associations. Attends at least one other regional conference per year and, while there, represents the Association and serves as a presenter whenever possible
- Amplifies and elevates the CEESA web and social media presence to promote the region, student activities within CEESA, and PD opportunities supported by CEESA



#### Salary & Benefits

Benefits of the Executive Director such as housing, insurance, and home leave are determined by the Executive Committee and will be competitive.

## Application Instructions

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Dr. Beth Pfannl, Vice President of Global Recruitment and Dr. Arnie Bieber, Senior Leadership Search Executive, will serve as the lead consultants for the **CEESA | Executive Director search**. They will be assisted by members of the ISS Leadership Search Team.

Interested candidates should apply through the ISS EDUrecruit portal, where you will be prompted to submit the following confidential materials: **February 19, 2024, | 11:59 pm EST**

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (**please do not include your photo**)
- Three confidential, supervisory references requests to your EDUrecruit profile from the last seven years, including one from your current post

**Candidates New to ISS EDUrecruit**, register for an account to apply for this position using this [link](#). \*  
To apply in EDUrecruit, click here: [CEESA | Executive Director](#)

**Candidates Already Registered with ISS EDUrecruit**, log into your account [here](#). \*  
To apply in EDUrecruit, click here: [CEESA | Executive Director](#)

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the Central & Eastern European Schools Association (CEESA) reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact [execsearch@iss.edu](mailto:execsearch@iss.edu).

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. Our screening process is strongly committed to all aspects of child protection and safeguarding.

Applications will be thoroughly and rigorously screened.

International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory references are not provided and/or if information surfaces that may suggest the candidate is not suitable to progress in the process.

ISS is committed to "Making a World of Difference" in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. You can read more about our commitments [here](#).