Upper School Principal (Grades 6–12)

Immediate Start / 2026–27

Position Type: Full-time, non-teaching leadership position
Reports to: Head of School

Supervises:
Upper School Faculty, MYP Coordinator, DP Coordinator, and College Counselor

Collaborates closely with:
Director Técnico & Wellbeing, Lower School Principal, School Psychologist, and Senior Leadership Team

About the American School of Bilbao

The American School of Bilbao (ASB) is an international school committed to providing a challenging, inclusive, and internationally minded education in which students are known, supported, and encouraged to grow as learners and people. Grounded in our mission and the philosophy of the International Baccalaureate, ASB brings together a diverse community of students, families, faculty, and staff in the greater Bilbao area.

As we enter the next chapter of the School's development, our 2026–2030 Strategic Plan provides a clear direction for strengthening teaching and learning, student well-being, organizational effectiveness, and the experience of our students and families.

The Opportunity

The appointment of an Upper School Principal is an important part of strengthening ASB's leadership structure and ensuring that our students, faculty, and families have consistent, dedicated leadership across Grades 6–12.

For the 2026–27 school year, we are seeking an experienced and collaborative educational leader who can step into the community quickly, build strong relationships, and provide stability and direction while continuing to strengthen teaching and learning, student well-being, and the Upper School experience.

This is a **full-time, non-teaching leadership role**, allowing the Principal to be highly present and engaged in the daily life of the Upper School and to dedicate their time to supporting students, faculty, families, and programme leadership.

Position Summary

The Upper School Principal provides the educational, operational, and pastoral leadership for Grades 6–12 at the American School of Bilbao. As a member of the Senior Leadership Team, the Principal plays a key role in advancing ASB's mission and strategic priorities and in creating a learning environment in which students are challenged, supported, and prepared to thrive in an increasingly interconnected world.

The Principal is accountable for fostering academic excellence, student well-being, faculty growth, and a positive school culture while ensuring the effective day-to-day operation of the Upper School. Working collaboratively with the Head of School and other school leaders, the Principal promotes a culture of belonging, high expectations, continuous improvement, and shared responsibility for student learning.

The Principal supervises Upper School faculty, the MYP and DP Coordinators, and the College Counselor. While the Principal provides overall educational, operational, and personnel leadership for the Upper School, the MYP and DP Coordinators provide programme-specific leadership for their respective International Baccalaureate programmes. The Principal supports these leadership roles while ensuring alignment between programme implementation, school operations, and the broader educational goals of the Upper School.

The Principal works in close collaboration with the **Director Técnico & Wellbeing** to support student well-being, safeguarding, attendance, academic support, and compliance across the Upper School.

Key Responsibilities

Educational Leadership

- Ensure high-quality teaching and learning throughout the Upper School.
- Provide overall leadership for the educational programme for Grades 6–12, ensuring alignment with ASB's educational goals and the requirements of the International Baccalaureate.

- Partner with the MYP and DP Coordinators to ensure successful implementation, evaluation, and continuous improvement of the IB programmes.
- Use student achievement and assessment data to inform decision-making and continuous school improvement.
- Oversee grading practices, reporting systems, student records, and assessment procedures in collaboration with the MYP and DP Coordinators.

Faculty Leadership

- Maintain a regular presence in classrooms to observe teaching and learning, provide feedback, coach and evaluate Upper School faculty, and participate in the School's formal evaluation process.
- Serve as a professional resource for Upper School teachers.
- Supervise, support, develop, and evaluate the MYP Coordinator, DP Coordinator, and College Counselor.
- Foster a collaborative, accountable, and growth-oriented professional culture.
- Promote professional learning and leadership development.
- Lead recruitment and onboarding processes and make recommendations to the **Head of School** regarding the hiring, assignment, and responsibilities of Upper School faculty.

Student Leadership & Well-being

- Maintain a visible, accessible, and consistent leadership presence across the Upper School for students, faculty, and families.
- Foster a safe, respectful, inclusive, and student-centered learning environment.
- Serve as a resource for Upper School teachers in addressing student behaviour and disciplinary matters and work with families when appropriate.
- Collaborate with the **Director Técnico & Wellbeing**, School Psychologist, College Counselor, and Learning Support staff to ensure coordinated systems of student support.
- Support coordinated programmes and interventions for students experiencing academic or other difficulties.
- Develop and implement the Upper School Handbook and Student Code of Conduct within schoolwide policies and expectations established by the Head of School.
- Promote student leadership, agency, and belonging.
- Serve as advisor to the Student Council.

School Operations

- Provide effective day-to-day operational leadership for the Upper School.
- Collaborate with the **Director of Strategy & Business and Admissions & Enrollment function** on admissions for Grades 6–12, providing educational recommendations regarding student placement and admission as appropriate.
- Develop the Upper School master schedule in collaboration with the MYP and DP Coordinators.
- Coordinate Parent-Teacher Conferences, Open Days, assemblies, school activities, and educational trips.
- Coordinate purchases in accordance with school purchasing regulations.
- Inform the **Operations Manager** of maintenance needs and coordinate operational matters affecting the Upper School.
- Maintain an inventory of instructional materials and resources.
- Attend school meetings as required by the Head of School.

Family & Community Engagement

- Build strong partnerships with families through open, respectful, and timely communication.
- Meet with families regarding academic, behavioural, disciplinary, and student support matters.
- Represent the Upper School during admissions events, Open Days, and other community activities.

Leadership & Strategic Planning

- Participate as a member of the Senior Leadership Team.
- Lead strategic initiatives, school improvement efforts, and accreditation processes aligned with the School's Strategic Plan.
- Promote collaboration across divisions and leadership teams.
- Create and maintain a collaborative faculty culture and a positive environment for students.
- Serve in place of the Head of School when designated.
- Perform additional duties and responsibilities as assigned by the Head of School.

Qualifications

Required

- Current legal right to live and work in Spain/EU without requiring employer-sponsored work authorization.
- Master's degree in Education, Educational Leadership, or a related field.
- Valid teaching qualification.
- Demonstrated leadership experience in secondary education.
- Experience supervising and evaluating faculty and/or school leaders.
- Strong organizational, interpersonal, and communication skills.
- Fluency in English at a native or near-native level.

Preferred

- Leadership experience in an IB World School.
- Experience with the MYP and/or Diploma Programme.
- Knowledge of Spanish educational regulations.
- Working proficiency in Spanish.

Application Process

This is a **full-time, non-teaching leadership appointment**.
Candidates must already have the legal right to live and work in Spain or the EU without requiring employer-sponsored work authorization.
Interested candidates should submit the following materials:

- A current CV or résumé.
- A brief letter of interest outlining their interest in the position and relevant leadership experience.
- A statement of educational leadership philosophy (**maximum one page**), including their approach to teaching and learning, faculty leadership, student well-being, and school culture.
- Contact information for three professional references, including a current or most recent supervisor.

All materials must be combined into **a single PDF** and submitted through the Working at ASB page.

Due to data protection requirements, application materials cannot be accepted by email or through any other channel.
Applications will be reviewed as they are received, and shortlisted candidates will be contacted for an interview. The position will remain open until filled.