



ELEMENTARY SCHOOL PRINCIPAL

International School of Latvia

APPLY BY: OCTOBER 10, 2025

Who We're Looking For

The International School of Latvia (ISL) seeks a dynamic, student-centered Elementary School Principal to lead **PreKindergarten 2 – Grade 5**.

The ideal candidate is a collaborative and visionary school leader who embodies the school's mission, vision, and values while inspiring students, staff, and families.

ISL is looking for an educator with strong leadership skills, outstanding communication, and a genuine passion for student learning and development.

This is an exceptional opportunity to lead a thriving Elementary School within a supportive, mission-driven international community.



ABOUT THE INTERNATIONAL SCHOOL OF LATVIA (ISL)

Founded in 1994, ISL is a not-for-profit IB World School offering the full IB continuum—the only school in Latvia to do so. We deliver a holistic, inquiry-driven program that empowers resilient, globally minded learners.

At-a-glance



Campus & Location

Our welcoming campus features 8,000 m² of modern indoor facilities and 40,000 m² of outdoor space, including a large playground and courts, sports hall, auditorium, library, art & design studios, and state-of-the-art labs. We're located in Piņķi, a safe suburb only 20 minutes from charming central Riga, with a forest and lake next door.



OUR GUIDING STATEMENTS

VISION

Inclusive-Collaborative-Empowered

MISSION

We are an international community, challenging students through a holistic, inquiry-driven program to nurture resilient, globally-minded learners.

VALUES

Empowered • Holistic • Honest • Respectful • Inclusive •
Adaptable • Collaborative • Responsible • Courageous



THE ROLE

The Elementary School Principal is the educational and operational leader for ISL's Elementary School (PreK2–Grade 5). The Principal provides direction for the strategic development and day-to-day operations of the Elementary School, ensuring academic excellence, student well-being, and a positive, inclusive culture.



The Principal reports to the Director and works closely with the PYP Coordinator, Secondary School Principal, the Teaching & Learning Coordinator, and other members of the Leadership Team.

A full job description will be shared with shortlisted candidates.

KEY RESPONSIBILITIES

STRATEGIC & CULTURAL LEADERSHIP

- Set the tone and spirit of ISL through the Elementary School, modeling the mission, vision, and values.
- Serve as a member of the Leadership Team; align Elementary goals with the ISL Strategic Plan.
- Lead an inclusive, high-expectations culture that celebrates diversity, student voice, and wellbeing.

SAFEGUARDING & OPERATIONS

- Ensure the safety and well-being of students and staff; uphold safeguarding and child protection policies and training in line with schoolwide practices.
- Conduct and monitor day-to-day operations of the Elementary School.
- Develop and oversee the Elementary School budget, in coordination with the Director and Senior Leadership Team.
- Ensure compliance with ISL policies and Latvian government regulations.

TEACHING, LEARNING & PYP LEADERSHIP

- Lead, in coordination with the PYP Coordinator, the IB PYP, curriculum design and review, assessment, reporting, professional learning, and resourcing.
- Define, monitor, and elevate high-quality learning; coach, appraise, and supervise teaching in line with schoolwide designs and leadership strategy.
- Oversee inclusion, EAL, and student support services; ensure data-informed differentiation and progress monitoring.
- Approve field trips, absences, and professional learning for staff.

CURRICULUM & CONTINUUM

- Develop and sustain a coherent Elementary curriculum (horizontal and vertical) which includes emphasis on technology integration.
- Promote the IB Continuum across the school.
- Foster appreciation in and oversee programming of Latvian Language, Culture, and History and the integration of local resources.
- Assist with CIS/NEASC accreditation and IB evaluation processes.

COMMUNITY & COMMUNICATION

- Build strong partnerships with families; foster transparent, timely communication.
- Engage parents and the wider community in the life of the school.
- Attend Elementary School activities during and beyond the school day.



ABOUT YOU

QUALIFICATIONS & EXPERIENCE

- Master's degree in Education or a relevant field.
- Principal experience (international school experience preferred), degree and certification required.
- At least 7 years of teaching experience (PYP experience strongly preferred).
- Minimum 4 years of leadership experience in international education (Principal experience preferred).
- Demonstrated success leading curriculum improvement, instructional coaching, and professional growth.

PROFESSIONAL DISPOSITIONS

- Strong leadership, communication, and organizational skills.
- Collaborative, community-oriented, and student-centered.
- Skilled with current educational and communication technologies.
- Energetic, resilient, optimistic; a warm sense of humor suited to elementary learners.
- Integrity, clarity of values, and a deep respect for Latvia's culture, languages, and people.

COMPENSATION & BENEFITS

- Initial 3-year contract (renewable).
- Competitive salary commensurate with responsibilities.
- International health insurance, retirement contribution, and robust professional learning.
- Annual summer flights, housing allowance, and shipping allowance.

HOW TO APPLY

Please submit a single PDF to hr@isl.edu.lv including:

1. A letter of application outlining your fit and interest (include the agency holding your confidential references, if applicable).
2. A statement of your educational and management philosophy (max 2 pages).
3. A current CV/resumé (max 2 pages).

TIMELINE

- Applications accepted and reviewed as received; deadline October 10, 2025.
- Shortlist compiled mid-October with finalist interviews via Zoom.
- Decision anticipated mid-to-late November.
- Start date: mid-to-late July 2026, exact date confirmed with the successful candidate.

By submitting your application, you authorize the International School of Latvia to contact references, including those not listed, who can speak to your professional background.

ISL is committed to child protection and safeguarding. All appointments are subject to appropriate background checks.

ISL collects and processes personal data for recruitment purposes only. Personal data of applicants who are not selected will be securely deleted at the conclusion of the recruitment process.



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