



BURUNDI AMERICAN INTERNATIONAL ACADEMY

KNOWLEDGE PASSION EXCELLENCE

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VACANCY ANNOUNCEMENT

School Director

Location: Bujumbura, Burundi

Position Type: Full-Time

Start Date: August 1, 2026

Vision:

Commitment to empowering students to become independent and innovative global leaders who are successful in a competitive world.

Mission:

To provide a holistic, individualized, and outstanding education utilizing learning standards based on American curriculum. Our multicultural environment and educational philosophy foster communication, critical thinking, leadership skills, digital literacy and exemplary character, in order to prepare students for their future pursuits.

Burundi American International Academy (BAIA) is a growing American-curriculum international school serving approximately 120 students from Kindergarten through Grade 12. BAIA is accredited by Cognia and is preparing for an upcoming reaccreditation review. The school seeks an experienced, visionary, and student-centered leader to serve as School Director and guide the institution through its next phase of growth and continuous improvement.

Position Summary

The School Director serves as the chief educational leader of the school and is responsible for providing strategic direction, ensuring academic excellence, fostering a positive school culture, and overseeing the successful implementation of the school's mission and vision. The Director works closely with the Board, Principals, faculty, staff, parents, and students to ensure a high-quality educational experience aligned with American educational standards and international best practices.

Key Responsibilities

- Provide overall leadership and strategic direction for the school.
- Promote excellence in teaching, learning, and student achievement.
- Supervise and support school administrators, teachers, and support staff.
- Ensure effective implementation of the American curriculum and instructional programs.
- Lead the development and implementation of school improvement initiatives.
- Foster a positive, inclusive, and collaborative school culture.
- Build strong relationships with students, parents, staff, and the wider community.
- Support recruitment, retention, evaluation, and professional development of staff.
- Ensure compliance with school policies, child protection standards, and applicable regulations.
- Lead and coordinate the school's Cognia reaccreditation process.
- Oversee accreditation documentation, evidence collection, stakeholder engagement, and continuous improvement planning.

- Ensure the school maintains compliance with Cognia standards and best practices.
- Represent the school professionally in all internal and external engagements.

Required Qualifications

- American citizen preferred.
- Master's degree or higher in Educational Leadership, School Administration, Education, or a related field.
- Minimum of five (5) years of successful school leadership experience.
- Demonstrated knowledge and experience within the U.S. education system.
- Experience in American curriculum schools.
- Experience with school accreditation processes; Cognia experience is highly desirable.
- Strong leadership, communication, organizational, and interpersonal skills.
- Experience working in multicultural and international school environments is preferred.
- Demonstrated commitment to student safeguarding and wellbeing.

Application Requirements

Interested candidates should submit:

- Cover Letter
- Current Résumé/CV
- Copies of academic qualifications and professional certifications
- Minimum of three professional references
- Recommendation letters from previous employers
- Copy of passport and relevant identification documents

Child Protection and Safeguarding

BAIA is committed to safeguarding and promoting the welfare of children and young people. All successful candidates will be subject to thorough background checks, reference checks, and child protection screening. The school maintains a zero-tolerance policy toward child abuse, neglect, and misconduct.

Benefits, compensation, housing, and relocation support will be discussed with shortlisted candidates only.

Only shortlisted candidates will be contacted.

Application Procedure

Qualified candidates are invited to submit their application package, including a cover letter, updated résumé/CV, copies of qualifications, and supporting documents, to:

info@baiaexcellence.org

Please indicate the position title in the subject line of your email.

Applications will be reviewed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted for further consideration