



# American International School Vienna

Salmansdorfer Strasse 47, 1190 Vienna, Austria

[www.ais.at](http://www.ais.at) · [info@ais.at](mailto:info@ais.at) · t. +43 1 40132 0 · f. +43 1 40132 5

## Administrator Benefits At A Glance 2026-2027

### About Us

AIS Vienna is located in the Neustift-am-Walde area of Vienna, adjacent to the famous Vienna Woods (Wienerwald), and provides an instructional setting amidst the beauty of the surrounding hills, forest, and countryside. On our 11-acre campus there are seven interconnected buildings housing the Elementary, Middle, and High School.

AIS Vienna serves approximately 800 students from 60 countries, with about half of the total American or Austrian.

The school is divided into three divisions - Elementary (Pre-Kindergarten to Grade 5), Middle (Grade 6 to Grade 8), and High School (Grade 9 to Grade 12). The typical class has 15-20 students, with many language classes considerably smaller.

AIS Vienna educators are thinking coaches. They are academically and pedagogically accomplished. They do not simply provide superior instruction; they lead, inspire, and excite. They are chosen because of their passion for the job and their ability to relate to students in a nurturing, supportive manner. They find true delight in teaching and are committed to igniting the potential in every student.

### From The Director

The American International School Vienna works every day to fulfill our mission and enliven our core values of respect, aspire, and achieve, throughout our diverse international community. We offer a student-centered approach to learning within an academically relevant American/IB curriculum set in the culturally rich environment of Vienna. We recruit exceptional talent worldwide to join our school as active and engaged members of our community. The ideal AIS Vienna candidate embodies the pedagogical skills and personal traits which help our students thrive in our rich, international context. We look forward to partnering with you in the pursuit of innovation and excellence. We have a great school community, one that others want to be part of!



**Dr. Kathryn Miner**

*Director*

[K.Miner@ais.at](mailto:K.Miner@ais.at)

### Our Mission

At the American International School Vienna, we empower each student with the skills and character strengths necessary to be positively impactful global citizens who strive for personal growth and excellence in an ever-changing world.

### Our Vision

A community of innovative learners realizing their chosen futures with courage, curiosity and joy.

### Our Values

Respect. Aspire. Achieve.

# Benefits



## Transportation

Initial one-way economy air transportation via the most direct route from the employee's "Home leave city" or nearest airport to Vienna is provided to the employee at the commencement of employment not to exceed the amount of 1,200 Euro. This includes where applicable, the employee's dependents residing in Vienna with the employee.



## Home Leave Subsidy

Every year, an employee and his/her dependents will receive 1400 Euro per adult and 700 Euro per dependent child (11 years and younger) as home leave subsidy. This allowance will be provided by AIS Vienna in the April pay period. A teaching spouse/partner of administrator will receive the annual amount of home leave subsidy stipulated in the Teacher Personnel Policy B2 plus another 100% of that same amount, so long as the couple remain spouses/partners.



## Settling-In

AIS Vienna will provide a one-time settling-in allowance of 2,500 Euro for a single administrator or a family upon arrival.



## Housing

Administrators will be supported by a relocation agency to find appropriate housing in Vienna prior to and upon arrival.



## Initial Arrival On Site

New hire administrators must arrive in Vienna at the end of July, prior to the New Teacher Orientation.



## Tuition At AIS Vienna

A full-time administrator will be permitted to enroll two dependent children (a teaching couple three dependent children) residing with him/her/them in Vienna at AIS Vienna, tuition and registration fees waived, in Pre-K through Grade 12, as per the AIS Vienna Admissions Policy.

## Other Policies Provide For

- Sick Leave
- Home Care Leave
- Maternity Leave
- Paternity Leave
- Emergency Leave
- Bereavement Leave
- Personal Leave



## **Shipping & Repatriation**

AIS Vienna will provide an allowance of:

Single: 2,500 Euro

Couple: 4,000 Euro

Add for Spouse/Partner: 1,500 Euro

Add for each dependent child, up to a maximum of three: 750 Euro

for shipment of personal effects to Vienna upon presentation of receipt. The allowance will be paid into the employee's Austrian bank account. Moving/shipment allowance also applies for administrators leaving AIS Vienna (after fulfilling their contractual obligations) back to the point of origin or the home of record, upon presentation of receipt.



## **Health Insurance & Pension Plan**

### **Private Health Insurance and Pension Plan (Plan 1) For US Citizens and Third Country Nationals**

#### ***Medical, Dental & Vision***

Worldwide medical, dental and vision insurance provided with AIS Vienna paying 75% of the cost of insurance premiums. Administrators can choose from either CIGNA or UNIQA. Full local and international medical, dental and vision is provided from the beginning of the employment contract for the employee and dependent family members.

#### ***Long-Term Disability And Basic Life Insurance***

AIS Vienna provides long-term disability income insurance protection and a basic life insurance policy for the employee at a 75% AIS Vienna / 25% employee basis.

#### ***Retirement Plan***

AIS Vienna contributes 10% of the administrators' salary towards pension savings, and provides US citizens with the opportunity to save for retirement on a tax-advantaged basis (Roth401k).

-- OR --

### **Austrian Social Security System (Plan 2) For Austrian Citizens and Austrian System Hires**

The Administrator has to register with the social security authority (Österreichische Gebietskrankenkasse, ÖGK) and receives benefits from the Austrian social security system. The Administrator must provide evidence of their registration and the annual registration update from ÖGK.

The School will compensate the Administrator the Euro amount for the employer contribution under the Social Security Law (Allgemeines Sozialversicherungsgesetz ASVG).



### **Passport / Residence Permit**

Administrators and accompanying dependents must have passports which are valid for at least two years from the date of arrival from their native country. An Austrian residence permit (visa) will be required. The AIS Vienna HR department will guide the new administrator step-by-step through this process prior to arrival in order to obtain the necessary documents. AIS Vienna will reimburse expenses of the residence permit (visa) card (no reimbursement for passport pictures etc.).



### **Vacation Days**

Administrators earn an entitlement to paid vacation in the amount of 30 working days each year, normally to be taken in the summer holiday period. Administrators may also take the regular school holidays published in the school calendar, to the extent feasible within the context of each Administrator's workload.



### **Contracts**

The American International School Vienna has long held a valued role in Austria and enjoys specific employer-related benefits. In 1991, the Republic of Austria and the United States of America entered into two bilateral treaties, which among other things exempts the school from withholding your income tax and your part of the social security contributions. The salary listed is not taxed for non-Austrian nationality administrators at AIS Vienna in Austria.

However, non-Austrian nationality administrators at AISV are subject to their home country's income tax and social security law. E.g., US citizens at AIS Vienna need to file income taxes in the US but the Foreign Earned Income Exclusion (FEIE, using IRS Form 2555) allows US citizens to exclude a certain amount of earned income from US tax. For tax year 2025 this exclusion is USD 130,000.

Based on your individual circumstances (home country), you need to identify the applicable income tax/social security jurisdictions you are subject to and comply with all applicable tax/social security obligations.



**Michaela Sattlegger**

*HR Manager*

[HR@ais.at](mailto:HR@ais.at)