

Leadership Posting

Early Childhood Campus Principal Shanghai Community International School *Shanghai, China*

Application Deadline: January 30, 2020

Start Date: July 2020



Shanghai Community International School

Early Childhood Campus Principal

SEARCH ANNOUNCEMENT:

Shanghai Community International School (SCIS) seeks an Early Childhood Campus Principal to begin July 2020. The SCIS community is seeking applications from individuals motivated to advance best practices and foster teaching excellence. The Early Childhood Campus needs to be able to serve a strong, diverse, and transient community. The ideal candidate for this position will need to be able to manage the inherent challenges while still maintaining the personal and intimate approach in line with the culture of the school. In addition, as a member of the School Leadership Team, this position will be a key driver in the refinement and implementation of the components of the school's strategic vision as they relate to the Early Childhood division.

SCHOOL DESCRIPTION:

Founded in 1996, SCIS is a private, not-for-profit co-educational institution with over 1,700 students from over 65 countries ranging in age between 2 and 18 years. SCIS operates two Nursery to Grade 12 programs on three campuses spanning both sides of the Huangpu river of Shanghai. SCIS is fully accredited by the Western Association of Schools and College (WASC). SCIS is one of the first international schools in Shanghai to become fully authorized as an International Baccalaureate (IB) Continuum World School. SCIS is a proud member of the East Asian Regional Conference of Schools (EARCOS) and the Association of Chinese and Mongolian International Schools (ACAMIS).

SCIS BELIEVES:

That each employee makes a significant contribution to our success and that contribution should not be limited to the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SCIS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

QUALIFICATIONS:

- Master's Degree in Educational Leadership or Master's Degree with additional qualifications in administration/leadership preferred
- Previous leadership experience as a Principal, Assistant Principal, or Coordinator
- Relevant teaching at the early childhood level
- Significant experience in leading curriculum development initiatives including experience with the implementation of a concept-based curriculum focusing on inquiry, integration, and differentiation practices using UbD framework
- Proficient in IT for productivity purposes (data management, scheduling, Managebac) and as a tool to facilitate learning in the classroom
- Experience in effective teacher supervision, evaluation, and mentoring
- Experience in standards-based assessment and reporting
- A deep understanding of the developmental needs of early childhood students
- Experience and understanding of best practices in inclusive settings with both Special Education and EAL Students

PREFERRED SKILLS AND EXPERIENCE:

- Strong understanding and knowledge of leadership practices in international schools.
- Experience in a dynamic and energetic school, which is constantly monitoring the educational program, enrollment capacity, staffing, and facilities.
- Ability to establish effective working relationships with faculty, staff, students, parents, and community members.
- Ability to communicate effectively both orally and in writing to a wide range of audiences.
- Ability to support a collaborative and dynamic culture throughout the system.
- Represent and share a sincere appreciate for the host country culture.
- Proven skills and abilities as a visionary who demonstrates leadership, resourcefulness, flexibility and creativity in identifying innovative solutions.
- Strong understanding and experience of general curriculum, early childhood best practices, and current theories and practice of pedagogy and assessment.
- Training and experience with Teaching Strategies objectives for development and learning, the Common Core, and the IB Primary Years Programme (PYP).
- Ability to conduct meetings which facilitate collaborative learning focused dialogues.
- Awareness of current research and professional development opportunities in relevant areas of early childhood teaching, learning and curriculum development.
- Models humility and has a strong sense of humor.
- Takes initiative, is self-motivated, dynamic, energetic and creative.



PERFORMANCE RESPONSIBILITIES:

Early Childhood Principal will work closely with the Director of Schools and the school leadership team to:

- Promote a sense of community and school spirit within the division
- Create a positive school culture that supports faculty growth and development
- Work closely with students and parents to achieve success for each student
- Effectively and proactively supervise and manage student behavior and work closely with parents to address concerns
- Communicate promptly, clearly, and effectively with students and parents about program goals and procedures
- Work collaboratively with others to create effective schedules: students' schedules, breaks, duties and reporting structures
- Be responsible for the implementation of effective operational structures and organizational systems that support student learning
- Participate regularly in various school activities, parent meetings, student programs, and after school events
- Work in collaboration with the Director of Schools in the recruitment of faculty and support staff
- Supervise and evaluate teachers and provide constructive feedback on teaching and learning
- Support teachers in using research-based methods for designing curriculum and developing effective instructional strategies
- Ensure collaborative development of individual professional goals around student learning
- Lead in collaboration with school leadership and faculty effective professional development opportunities
- Work closely and productively with team leaders to assist in the development and implementation of curricular programs, initiatives and monitor their success
- Ensure consistency and alignment of curriculum throughout the division
- Implement and lead the utilization of systems to collect and analyze student data to monitor growth and inform practice
- Perform other duties as assigned. (Including substituting occasionally, special projects, work associated with system goals and strategic planning, etc.)

SALARY AND BENEFITS:

Salary is competitive and will be commensurate with qualifications and experience of the successful candidate. Benefits include housing, airfare allowance, health insurance, retirement contribution, professional development funds, and tuition benefits for N-12 school age dependents

APPLICATION PROCESS:

Interested candidates should send an application no later than January 30, 2020.

Interested candidates should email the information requested below to Director of Schools, Daniel Eschtruth at deschtruth@scis-china.org. The subject line should read Early Childhood Campus Principal Application and the applicant's name. The application should include:

- Cover letter of application
- Resumé, not to exceed two-pages
- Educational philosophy detailing beliefs in reference to learning and leading
- A list of references (at least three) - the list should include names, positions, and their current email addresses



Leadership Posting

Instructions

Interested candidates should send an application no later than January 30, 2020. Interested candidates should email the information requested below to Director of Schools, Daniel Eschtruth at deschtruth@scis-china.org. The subject line should read Early Childhood Campus Principal Application and the applicant's name. The application should include:

- Cover letter of application
- Resumé, not to exceed two-pages
- Educational philosophy detailing beliefs in reference to learning and leading
- A list of references (at least three) - the list should include names, positions, and their current email addresses