



Shanghai American School

An International Community

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: ASSOCIATE DIRECTOR OF LANGUAGE PROGRAMS
SCALE: Vice-Principal Salary Scale
CONTRACT: 210 days

POSITION SUMMARY:

The **Associate Director of Language Programs** will collaboratively provide leadership of all language programs at the school, including Chinese Mother Tongue and Second Language Programs and French and Spanish Global-Language Programs. The overarching goal of the position is to lead language programs towards Standards-based curriculum and proficiency-based instruction model whereby students are able to communicate with others in authentic ways.

This goal aligns with the following SAS Core Values:

Embracing diversity enriches individuals and communities

Collaboration is key to overcoming complex challenges and achieving common goals

As global citizens, we have a duty to care for the earth and its inhabitants to ensure the well-being of humankind

Creativity, critical thinking and a lifelong passion for learning are essential to personal fulfillment and to meet the challenges of the future.

SUPERVISED, EVALUATED BY & REPORTS TO:

Deputy Head of School for Educational Programs

QUALIFICATIONS AND SKILLS:

- Minimum of Master's Degree / Teaching certificate in the teaching of a language
- Experience teaching host-country and global languages in multiple international-school and American-overseas contexts
- Experience teaching in an international/American school
- Written and oral fluency in Mandarin (preferred). Working proficiency in another offered language (French, Spanish).
- Familiarity with second language standards and proficiency descriptors in general and with at least two in particular (e.g. ACTFL, European Framework, CCLS English Language Development Standards, International Baccalaureate, etc.)
- Knowledge of current practices in unit design, assessment, and instructional technology
- Experience with the International Baccalaureate and Advanced Placement Programs
- Good presentation skills
- Sound organizational skills; self motivated, creative
- Excellent ability to work collaboratively with the building level administrators, the members of the administrative team, and instructional coaches.

PERFORMANCE RESPONSIBILITIES:

In collaboration with the members of the Academic Leadership Team, the Associate Director of Language Programs will...

- Lead learning-focused and collaborative language teams, using structures and resources provided. Build effective teams through assistance in recruitment, orientation, coaching, mentoring, and professional learning.
- Provide direction in and maintain up-to-date knowledge of educational reform and its application in the world language context, and participate in on-going training to enhance professional skills and improve the school's work towards its vision. Serve as an instructional leader role model.
- Coordinate the alignment and documentation of the language curriculum, use of instructional resources and student placement process. Contribute to the school's goal of achieving an articulated, guaranteed and viable curriculum.
- Support coherent and consistent learning experiences for students by ensuring commonalities in the areas of content, skills, dispositions and expectations throughout and across grade levels.
- Collaborate with the division principals in determining teaching assignments.
- Provide effective communications about programs and learning with the parent community.
- Serve as a resource to the parent and student community in explaining the Language course sequence
- Provide ongoing professional learning.
- Explore the potential development of a K-5 Chinese immersion program, in conjunction with the Academic Leadership Team
- Explore the development of an articulated mother tongue program
- Facilitate the integration of Chinese culture in other areas of the curriculum.
- Perform other related duties and assume other responsibilities as assigned by the Deputy Head of School for Educational Programs

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution is not limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS 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.

Revised September 4, 2017