

# SHANGHAI AMERICAN SCHOOL

**TITLE:** INSTRUCTIONAL COACH - CHINESE  
**SCALE:** TEACHER SALARY SCALE  
**CONTRACT DAYS:** up to 191 days

## **POSITION SUMMARY:**

As members of the SAS coaching team, Instructional Coaches facilitate transformative growth with an emphasis on curriculum, instruction, and assessment. They engage educators in reflective dialogue about how resources, including digital tools, might deepen student learning and refine pedagogical practices. They foster a culture of collaborative inquiry and continuous growth, empowering educators to design and deliver innovative and inspiring learning experiences that ignite students' passion to contribute mindfully to a complex and interconnected world.

## **SUPERVISED, EVALUATED BY AND REPORTS TO:**

- Associate Director of Educational Programs - Chinese

## **SKILLS, COMPETENCIES, DISPOSITIONS and PERFORMANCE RESPONSIBILITIES**

- Partnering with Adult Learners
  - Developing a professional learning environment and trusting relationships that promote a sense of safety and motivation to take risks, learn, and share
  - Empowering faculty to continually explore opportunities for evolving practice
  - Modeling and facilitating a continuous reflective cycle for professional improvement
  - Demonstrating understanding and application of culturally responsive instructional coaching strategies and practices
  - Actively supporting and aligning instructional coaching practices with the schoolwide Coaching Framework, contributing to a coherent and shared coaching culture
- Fostering a Culture of Collaborative Inquiry and Reflective Practice
  - Using, modeling, and supporting the development of Adaptive Schools practices
  - Fostering mutual respect and responsibility among group members
  - Fostering an inclusive learning environment that supports diverse learners and educators
  - Facilitating and supporting collaborative action research and inquiry
- Modeling Effective Communication Strategies
  - Demonstrating expertise in oral and written communication
  - Giving feedback openly, constructively, and compassionately
  - Demonstrating high levels of emotional intelligence
- Supporting Curriculum, Instruction and Assessment
  - Empowering and inspiring faculty to leverage technology to develop innovative curriculum, instruction, and assessment and create equitable and ongoing access for students
  - Supporting the alignment of PK-12 concept-based curriculum, instruction and assessment
  - Supporting the implementation of a consolidated, schoolwide, continuum-based approach to instructional technology integration in curriculum, instruction and assessment.
  - Providing support to design learning experiences and environments that meet the needs and interests of all students, including opportunities for student voice, agency, and creation.
  - Supporting collaborative teams in identifying, evaluating, and leveraging educational and emerging technology tools, including AI, to transform student learning.
  - Supporting the implementation of mission-aligned decisions on emerging educational and instructional technology trends.
  - Facilitating small-scale pilots and inquiry cycles that allow educators and teams to test, reflect on, and refine innovative instructional practices.
- Providing Professional Learning in support of SAS Mission and Vision
  - Providing ongoing, embedded professional learning.
  - Designing and delivering faculty learning sessions.

- Modeling exemplary instruction for faculty through researched-based practices, including observations, modeling lessons, collaborative lesson planning, and small and large group learning.
- Evaluating the impact of professional learning to advance teaching and learning for educators and leaders.
- Modeling and supporting the use of data to inform instruction and professional learning, while building educator capacity and contributing to the development of schoolwide data culture.
- Modeling digital citizenship and the ethical use of AI, supporting educators and students in recognizing the responsibilities and opportunities inherent in living in a digital world.
- Supporting onboarding for new faculty and new students, including participation in orientation sessions and follow-up coaching to support effective classroom practice.
- Coaching faculty in identifying and achieving professional growth goals.
- Partnering with Educational Leaders and Consultants
  - Providing parent and community education related to current and future approaches to learning.
  - Evaluating and developing ways to best support forward-thinking education.
  - Actively supporting the implementation of the school's strategic and improvement plans.
  - Supporting the implementation of a strategic vision for a consolidated, continuum-based approach to instructional technology integration across the school.
  - Implementing sustainable plans and strategies that align instructional technology use with whole-school and divisional priorities.
  - Supporting the review, instructional alignment, and effective use of curricular resources and digital subscriptions, including contributing to schoolwide decisions around adoption, consolidation, and thoughtful retirement of tools and resources.
  - Completing other duties as assigned by the supervisor.

## **PREFERRED QUALIFICATIONS**

- Advanced qualifications in Leadership, Curriculum and Instruction, or related field
- Studies in Instructional Technology, Technology Integration, Instructional Design, or related field preferred
- Instructional technology certifications or designations preferred
- Teacher certification or credential in teaching Chinese language
- IB experience preferred
- Minimum of 3 years teaching experience, with experience in Educational Technology and Technology Integration preferred
- Experience as a peer coach, technology coach, instructional coach, consultant, and/or professional learning provider preferred
- Experience supporting in secondary in a Chinese Language and Literature (similar to native or near native) and Chinese Language and Culture (similar to foreign language) programs
- Experience leading teams
- Demonstrated understanding of instructional and emerging technologies, including artificial intelligence
- Experience with a variety of Learning Management Systems (e.g., Seesaw, Schoology).
- Demonstrated understanding of various curriculum and instructional frameworks and strategies (e.g. Common Core, Project-Based Learning, Design Thinking, ISTE, Universal Design for Learning)
- Excellent interpersonal skills, and the ability to work collaboratively with faculty, students, parents, and staff
- English language ability to work in an English environment

## **SAS BELIEVES:**

- That each employee makes a significant contribution to our success
- Those contributions should not be limited by the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School, which each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

### **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

### **Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.