

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: GLOBAL CITIZENSHIP COORDINATOR PUDONG CAMPUS
SCALE: Faculty Salary Scale
CONTRACT DAYS: 190 days

POSITION SUMMARY:

The Global Citizenship Coordinator will improve student learning around ethical global citizenship by guiding the implementation of a framework that supports sustainability, social justice and service learning aligned to the global best practices. The Coordinator will provide training and support to students and staff when using their learning to take action both within and outside the gates of the school. In this, the Coordinator will also ensure that SAS engages in service work that is intentionally designed for authentic, community-driven, respectful interactions between students, faculty & staff, and community partners that is rooted in positive exchange. The Coordinator will build and develop this work alongside vertically aligned skills of ethical global citizenship, consistent throughout an SAS education.

SUPERVISED, EVALUATED BY & REPORTS TO:

Associate Director of Educational Programs

QUALIFICATIONS:

- Bachelor's Degree in International Development, Community Leadership, Education, or a related field.
- Minimum five (5) years' experience working in Service Learning programs, with NGOs, and/or volunteer programming.
- Experience working with youth beyond the classroom.
- Experience incorporating sustainability, social justice and service learning into classrooms, curriculum and co-curricular programs
- Experience in youth program development, around subjects related to ethical global citizenship preferred.
- Skills and experience leading change through a coaching approach with faculty and students
- Intercultural intelligence, empathy and self-awareness.
- A team-minded, collaborative attitude.
- Excellent interpersonal, writing, speaking and presenting skills, in both one-on-one and public settings.
- Fluent in written and spoken English, proficiency in Chinese beneficial.

PERFORMANCE RESPONSIBILITIES:

- Work with various community stakeholders and leaders to create and further develop opportunities for learning and action around sustainability, social just and service learning, centered on the goals and Framework for Service Learning and Action at SAS.
- Communicate and lead the implementation of the sustainability, social justice, and service learning framework to all students, staff, and the SAS community, and supports work being developed with this model as a guide.
- Consult and collaborate with curriculum leaders and teams at all divisions on ways to integrate learning and action in the classroom and in co-curricular settings both within and outside the gates of the school.

- Clarify, build, enrich, and maintain a set of strategic, mutually-beneficial, long-term relationships with sustainability, social justice and service learning community partners.
- Provide framework, regular guidance, and training for all student-led service clubs and their advisors in the High School(s).
- Serve as first contact for any community member looking to start a social justice, service, or sustainability project.
- Engage with and support divisional teams and trip leaders in creating experiences that support the development of our students as global citizens with a focus on sustainability, social justice and service learning (including, but not limited to field trips, Menwai/micro-campus and World Classrooms)
- Train faculty and parents on framework as it applies to any potential sustainability, social justice, and service learning project opportunity.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That 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 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.

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.

Child Protection at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection 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.