

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: ASSOCIATE DIRECTOR OF EDUCATIONAL PROGRAMS / PUXI CAMPUS
SCALE: Vice Principal Salary Scale
CONTRACT DAYS: 210

POSITION SUMMARY:

Shanghai American School is looking for an energetic, knowledgeable, collaborative, and passionate educational leader to join its Educational Programs team as Associate Director of Educational Programs on the Puxi campus (1050+ students, preK-12). The Associate Director of Educational Programs assists the Deputy Head of School – Chief Academic Officer in:

- providing leadership in the design and review of the school's guaranteed and viable curriculum, in service of a world-class education for every student.
- developing and implementing the school's professional development plan
- promoting a culture of collaboration within the SAS professional learning community

REPORTS TO, AND SUPERVISED AND EVALUATED BY:

Deputy Head of School – Chief Academic Officer

QUALIFICATIONS AND SKILLS:

- Master's Degree in curriculum and instruction or related field
- Experience in school leadership, administration and classroom teaching
- Administrative/Educational Instructional Leadership certification or coursework in-progress
- Proven ability to lead collaborative teams and include protocols and norms that promote a culture of collaboration
- Ability to read, analyze and interpret academic standards; knowledge of CCSS, NGSS, C3, ACTFL, California ELD, SHAPE, NCCAS and the AP and IB programs (preferred)
- Ability to implement school-wide professional development plan and events
- Ability to manage change in a highly complex environment
- Demonstrated high level of interpersonal skills and intercultural competency
- Previous experience in an international school setting (preferred)
- Demonstrated experience in leading the Understanding by Design process
- Experience with school accreditation process (preferred)
- Demonstrated high proficiency in written and oral communication

PERFORMANCE RESPONSIBILITIES:

- Act as a valuable member of the Educational Programs Team, the Schoolwide Academic Leadership Team and the Puxi Leadership Team
- Work in close partnership with the Pudong Assistant Director of Educational Programs to ensure, where relevant, cross-campus consistency in areas of responsibilities
- Curriculum-related responsibilities
 - Maintain accurate knowledge and understanding of current progress of curriculum implementation campus-wide, per teams and subject areas
 - Advise the Academic Leadership Team on curriculum development, and lead efforts when relevant

- Collaborate with and provide supervision to instructional coaches to assess needs and develop appropriate strategies to support teacher teams
- Ensure a guaranteed curriculum through effective documentation; serve as ATLAS liaison for the school and manage course records and user accounts; ensure ATLAS action plan implementation
- Professional development related responsibilities:
 - Model and support at all times the development of a culture of collaboration within the SAS professional learning community
 - Provide leadership in the design and implementation of professional development plan for the entire school
 - Identify consultants to support curriculum work
 - Design and implement rich, authentic professional learning experiences, at times in collaboration with consultants
 - Ensure collection and analysis of data related to the impact of professional learning on the student learning experience
- WASC-related responsibilities:
 - Assist in planning, facilitating, and monitoring activities related to the WASC self-study process and ongoing cycle of improvement
 - Assist in the development and writing of the WASC annual, mid-cycle and self-study reports.
- EARCOS-related activities:
 - Plan and organize EARCOS week-end workshops on campus (when relevant)
 - Appoint EARCOS teacher representatives and lead strategic use of teacher participation in EARCOS teacher conference
 - Manage SAS presence on the EARCOS website
- Other responsibilities:
 - Assist in developing strategic processes for the school and campus improvement plans
 - Appoint K-12 coordinators and provide them with guidance and leadership development
 - Work closely with principals to support them in their role as instructional leaders of the school
 - Coordinate with principals to ensure proactive and effective communication about professional development, curriculum, and school improvement plans with faculty and parents.
 - In partnership with teacher leaders and the technology department, develop and maintain the portfolio of pedagogical and educational digital subscriptions
 - In partnership with principals and the HR department, develop and maintain the list of educational programs stipends
 - Assist leadership, as needed, in recruitment efforts
 - Keep up-to-date with current trends in educational research; Serve as a thought leader in this area
- Assume responsibilities for any other tasks assigned by the Deputy Head of School – Chief Academic Officer

The position is a leadership position that requires participant to occasional evening and week-end events.

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 or 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.

Updated, November 2020