

## JOB DESCRIPTION

**TITLE:** ASSOCIATE DIRECTORS OF CHINESE PROGRAM – Puxi Campus (1),  
**Pudong Campus (1)**  
**SCALE:** TBC  
**CONTRACT:** 210 days

### **POSITION SUMMARY:**

The **Associate Directors of Chinese Program** on each campus will collaboratively provide leadership of the Chinese program at the school. The overarching goal of the position is to lead the Chinese program towards Standards-based curriculum and proficiency instruction 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 – Chief Academic Officer

### **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 and understanding of teaching Chinese in the context of an international/American school in a Chinese-speaking country
- High oral and written proficiency in Mandarin (Native preferred).
- Familiarity with ACTFL proficiency guidelines and standards and Chinese National Curriculum
- Knowledge of current practices in unit design, assessment, and instructional technology
- Experience with the International Baccalaureate Diploma Programme preferred.
- 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.

### **REQUIREMENTS**

- **Working with Adult Learners**
  - Develop trusting relationships where participants feel safe and motivated to take risks, learn and share
  - Develop and facilitate a professional learning environment that is grounded in student learning
  - Accept and act on constructive feedback in order to model an open mind and improve practice
  - Demonstrate excellence in effective instructional coaching strategies
  - Demonstrate and support reflective practice
- **Collaborative Work**

- Develop a collaborative culture (norms, protocols)
- Foster mutual responsibility for all group members' learning
- Encourage collegial action research and inquiry
- Demonstrate high levels of emotional intelligent

➤ **Communication**

- Use effective communication strategies to bring clarity and allow the participants to accomplish tasks
- Give feedback honestly, openly and constructively
- Lead data driven dialogue to develop common understandings and inform action

**PERFORMANCE RESPONSIBILITIES:**

**Schoolwide performance responsibilities**

➤ ***Lead and support the Chinese program schoolwide***

- The two campus-based Associate Directors of Chinese Program will collaborate and align daily with each other.
- Work closely with Chinese teacher leaders in all divisions to build instructional strategies that facilitate language learning in the classroom
- Lead the development of a guaranteed and viable language curriculum preK-12 (Chinese) in the framework of a curriculum blueprint at the macro level
- Lead the planning and implementation of a multi-year language professional development plan
- Guide and support testers and Coach to support teachers toward measuring student progress and growth in proficiency

➤ ***Participation in Academic Leadership Team work***

- Contribute to the work of the SAS Academic Leadership Team as needed and directed by their supervisor, ensuring the school's Chinese program alignment with schoolwide initiatives and priorities

➤ ***Participation in the Ed Programs team work***

- Work collaboratively within the Ed Programs team to support department activities
- Contribute to the alignment in approach across disciplines for curriculum and professional learning work
- Oversee and supervise Chinese K-12 coordinators

➤ ***Communication with parents***

- Lead communication to the parent community on overarching aspects of the Chinese program
- Support teacher leaders in their capacity to communicate and present division-specific language programs to the parent community

**Elementary-focus performance responsibilities**

*As part of a multi-year plan, the Associate Directors of Chinese Programs will initially focus systematic and direct work with teacher teams in the elementary divisions. The goal is to develop capacity both within language teacher teams and administration to a point where the Associate Directors' focus can move to other divisions within the school. An overarching goal for the Associate Directors is to Lead learning-focused and collaborative Chinese teams, using structures and resources provided. Build effective teams through assistance in recruitment, orientation, coaching, mentoring, and professional learning.*

➤ ***Curriculum and assessment***

- Support teams in the development of a curriculum blueprint both at the macro and micro level
- Ensure the alignment of the curriculum standards and expectations
- Support teachers to develop standards-based assessments and differentiate to meet all students' learning needs

- Train teachers to collect, interpret, and use formative assessment data, systematically and examine student work to support differentiation and intervention. Provide tools, support and strategies during PLC meetings.
  - Assist teachers in assessment and reporting of standards and benchmarks
  - Partner with instructional coaches to facilitate the integration of language education with other areas in the mainstream class
- ***Instruction***
- Demonstrate excellence in instructional contexts through current effective instructional strategies to engage students in learning
  - Help teachers develop strategies to allow students to take ownership of the language classroom
  - Support use of a variety of instructional technologies to transform student learning
- ***Professional learning***
- Develop language teachers' understanding of ACTFL proficiency guidelines, ACTL standards, Common Core ELA standards and Chinese National Curriculum
  - Provide direction in and maintain up-to-date knowledge of educational reform and its application in the Chinese 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.
- ***Performance evaluation and professional growth***
- Partner with and assist building administrators in the supervision of elementary Chinese teachers.
  - Support teachers in identifying and achieving professional goals, and support building administrators in professional growth conversations with teachers
- ***Work with divisional leadership***
- **Capacity building:** Develop building administrators' capacity to oversee Chinese education, including leading classroom visits and providing look-for and observation strategies
  - **Parent communication:** Provide parent and community education regarding the future of learning in Chinese. Develop language teacher leaders' capacity to communicate and present and explain the Chinese program to the parent community.

Perform other related duties and assume other responsibilities as assigned by the Deputy Head of School – Chief Academic Officer.

**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.