

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 service learning framework built on 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 service and/or sustainability work into classrooms and/or curriculum.
- Experience in youth program development, around subjects related to ethical global citizenship preferred.
- Intercultural intelligence, empathy and self-awareness.
- A team-minded, collaborative attitude.
- Excellent interpersonal, writing and speaking 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 action around service and sustainability, centered on the goals and Framework for Service Learning and Action at SAS.
- Communicate the service learning framework to all students, staff, and the SAS community, and supports work being developed with this model as a guide.
- Consult with curriculum leaders and teams at all divisions on ways to integrate action into the classroom.
- Clarify, build, enrich, and maintain a set of strategic, mutually-beneficial, long-term relationships with community service 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 service or sustainability project.

- Provide guidance to Menwai and Activities Office when groups seek to take on service or action as part of their work in these departments.
- Engage with Director of Menwai Programming on development and implementation of Strategic Plan around Global Learning, as relates to service, action, and sustainability.
- Train faculty and parents on service framework as it applies to any potential service learning 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.