

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** High School Vice Principal/Dean of Students, Puxi Campus  
**SCALE:** Vice Principal Salary Scale  
**CONTRACT DAYS:** up to 210

### Position Summary

Reporting to the High School Principal, and in collaboration with the partner Vice Principal responsible for PXHS, the High School Vice Principal will assist with administrative responsibilities that increase the scope of support to students, teachers and parents in the division. This leader helps to establish a professional and academic environment in which all students have access to exceptional and diverse academic programs and opportunities as well as appropriate care for their social-emotional and learning needs.

### Value Proposition

By signing with Shanghai American School, you join not only one of the oldest and most reputable international schools in Asia but also become a member of a dynamic and innovative learning community. Anchored in its mission and core values, SAS balances a focus on the distinctive needs of every student with a commitment to world-class learning outcomes. We value our diversity and are actively committed to ensuring our behaviors promote equity and inclusion to create a sense of belonging for all members of our community. Our strong financial standing affords a highly competitive compensation and benefit package and allows for a resource-rich teaching environment. To lead at SAS is to collaborate, looking to set the standard for an international education that is caring, impactful and forward driven.

### Leadership Accountabilities

- Support individual teachers and teacher teams and provide ongoing feedback on instructional practice.
- Assist in the development of curriculum relevant to student life, oversee implementation, and adopted instructional practice.
- Support teachers in identifying and achieving professional growth goals.
- Promote a culture of growth and collaboration among faculty and students aligned with our mission and core values.
- Collaborate with other divisional leaders and operational leadership teams cross-campus to ensure alignment and maintain operational systems.
- Drive initiatives in line with the school's strategic goals.
- Support practices that enable opportunity and constructive feedback within a professional growth and evaluation system.
- Build strong rapport with the parent community in a way that empowers parents and serves their desire for involvement.
- Collaborate and build strong relationships with the HS Vice Principal/Dean of Curriculum and Instruction and work with the high school leadership team to drive initiatives in line with the school's strategic goals.
- Manage aspects such as discipline, attendance, and ensuring safety & security for all high school students.
- Support and advise counselors on issues related to student support and well-being.

- Assume primary responsibility for aspects related to school life including student orientation, school trips, school clubs and school-wide events.
- Engage fully in reflective practice; openness to feedback and embrace growth mindset and the SAS professional growth and evaluation framework.
- Manage Puxi HS facilities.

### **Skills, experience, and attributes sought**

- Effectiveness in collaborative school leadership in a high-performing educational division.
- Experience in successfully directing and supporting teachers and counselors.
- Strong verbal and written communication skills.
- Strong emotional intelligence and interpersonal skills to work effectively with students, parents, teachers, and other colleagues.
- Ability to project calm self-assurance and positive energy.
- Understanding and application of Adaptive Schools norms of collaboration.
- Ability to analyze needs (human and financial) and to allocate resources effectively.
- Experience in directing professional growth, performing evaluations, and managing performance of High School faculty and staff.
- Experience in risk management and school safety.
- Understanding of and advocacy for a school environment that values diversity, seeks equity, promotes inclusion, and nurtures a deep sense of belonging.
- Experience in nurturing cultural competency, inclusion, and diversity to create a sense of belonging for the entire community.
- Willingness and desire to learn about and immerse oneself in the context of Shanghai and China.

### **Salary & Benefits**

The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate.

Effective Date: July 2022

Application Deadline: December 13, 2021

Please submit your application to [Careers@saschina.org](mailto:Careers@saschina.org).

If you have any questions, please email them to the same address.

Your application should include below:

1. Personal Statement. *This one-page statement should describe why you wish to work for SAS and how you can contribute to the development of our school.*
2. Employment History – Curriculum Vitae. *Details outlining qualifications, degrees, teacher certifications and work experience.*
3. Name and contact information of at least two professional references. *Contact information of direct supervisors familiar with your job performance and how. You would perform at SAS. At least one of the contacts provided must be a current supervisor.*

**SAS BELIEVES:**

- That each employee makes a significant contribution to our success,
- That contributions should not be limited to 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.