

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** HEAD OF CAMPUS, PUDONG CAMPUS  
**SCALE:** Principal Salary Scale  
**CONTRACT:** 210 days

### POSITION SUMMARY:

Reporting to the Head of School, the Pudong Head of Campus will be the first line Officer of the respective campus in matters relating to campus operations, community relations, and crisis management. Additionally, the Head of Campus serves as partner to the Chief Academic Officer correlating to the development, management and implementation of the academic programs offered.

### 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.

### SUPERVISED, EVALUATED BY & REPORTS TO:

Head of School

### LEADERSHIP ACCOUNTABILITIES

- Serve as campus leader in supporting long-range program planning for the School set by the Board of Trustees and the Head of School.
- Provide expertise and oversee campus operations and crisis management.
- In collaboration with the Chief Academic Officer and the Puxi Head of Campus, support the promotion of cross-campus consistency based on the “one school-two campuses” philosophy.
- Support the Chief Academic Officer in providing schoolwide efficacy and unity in the academic program; ensure fidelity in the implementation of the academic program on campus.
- Promote a culture of growth and collaboration among administrators, faculty and students aligned with our mission and core values.
- In coordination with the divisional leaders and the Director of Human Resources attract, develop, and retain high-performing leaders, faculty and staff.
- Support the divisional leaders in executing a faculty professional growth and evaluation system.
- Unite stakeholders – students, teachers, parents –in the effort to support all students in their journey to achieve the SAS learning goals.
- Build strong rapport with the larger parent community, and the PTSA specifically, in a way that empowers parents and serves their desire for involvement
- Provide leadership and supervision to the divisional Principals and other key functions (Director or Athletics & Activities, Director of Student Support Services, Director of Performing Arts Center), inviting collaboration and unity of purpose in the service of PreK-12 alignment.
- Collaborate and build strong relationships with the various academic (PreK-12) and operational leadership teams cross-campus to ensure alignment and consistency of student learning experiences.

### TALENTS AND COMPETENCES:

- Demonstrated effectiveness in collaborative school leadership in an educational environment of equal scope and influence.
- Evidence of strong teaching experience, preferably in more than one division.

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- Demonstrated history of community leadership through diplomacy and relationship-building, with building strong parent-partnership in mind.
- Accomplished in uniting academic and operational resources, as well as effective crisis management.
- Outstanding ability to engage and work with all stakeholders.
- Exceptional verbal and written communication and presentation skills.
- Strong emotional intelligence and interpersonal skills to address sensitive and complex topics.
- Ability to project calm self-assurance and positive energy.
- Ability to analyze needs (human and financial) and to allocate resources effectively.
- 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 & BENEFIT:**

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

## **SAS BELIEVES:**

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