

SHANGHAI AMERICAN SCHOOL

TITLE: INTERIM VICE PRINCIPAL
CONTRACT DAYS: 210
EFFECTIVE DATE: AUGUST 2022

Position Overview

Reporting to the Middle School Principal, the Middle 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.

Leadership Accountabilities

- Collaborate with individual teachers and teacher teams and provide ongoing feedback on instructional practice.
- Assist in the development of curriculum, oversee implementation, and adopted instructional practice.
- Support professional learning by:
 - Leading teachers to collect, interpret, and use formative assessment data, systematically examine student work, and define next steps for differentiation and intervention.
 - Leading teachers in assessment and reporting of standards and benchmarks.
 - Supporting teachers in identifying and achieving professional growth goals.
 - Improving upon professional practice via a wide variety of strategies such as leading workshops, doing model lessons, etc.
- Promote a culture of growth and collaboration among faculty and students aligned with our mission and core values.
- Innovate and 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 fellow divisional leaders and the various academic (PreK-12) and operational leadership teams cross-campus to ensure alignment and consistency of student learning experiences.
- Manage aspects such as discipline, attendance, and ensuring safety & security for grade levels of focus.
- Support and drive initiatives in line with the school's strategic goals.
- Engage fully in reflective practice; openness to feedback and embrace growth mindset and the SAS professional growth and evaluation framework.

Skills, Experience, & Attributes Sought

- Demonstrated effectiveness in collaborative school leadership in a high-performing educational division.
- Knowledge, experience, and the ability to apply research-based best practices in a developmentally appropriate learning environment and corresponding practices.
- Experience in successfully directing and supporting teachers through the application of instructional coaching strategies.
- Strong verbal and written communication skills.

SHANGHAI AMERICAN SCHOOL

- 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 Middle School faculty and staff.
- 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.

Application Instructions and Requirements

Please submit your application to Careers@saschina.org.

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

Your application should include below:

- **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.
- **Employment History – Curriculum Vitae**
Details outlining qualifications, degrees, teacher certifications and work experience.
- **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.

Application Deadline: Noon on Saturday, July 16 CST