

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: VICE PRINCIPAL/ DEAN OF STUDENTS – HIGH SCHOOL, PUDONG CAMPUS

SALARY SCALE: VP SALARY SCALE

CONTRACT: 210 Days

POSITION SUMMARY:

Under the direction of the High School Principal, the Vice Principal will assist with administrative responsibilities that increase the scope of support to students, teachers, and parents at the high school.

SUPERVISED, EVALUATED BY AND REPORTS TO: Principal, High School

QUALIFICATIONS:

- Master's Degree in Education, Educational Leadership or Curriculum/Instruction
- High school teaching experience
- Educational leadership experience (Assistant Principal, department chair, team leader, committee chair)
- Strong written and oral communication skills
- Experience in pastoral care programs
- Experience in creating master schedules
- Excellent interpersonal skills which allow candidate to work effectively with students, parents, teachers, and other administrators
- Commitment to Board of Directors' Vision and ability to support the direction of the school in both words and action

SKILLS & COMPETENCIES:

- Working with Adult Learners
 - Develop trusting relationships where participants feel safe and motivated to take risks, to learn and to share
 - Develop and facilitate a professional learning environment that is grounded in student learning
 - Accept and act on constructive feedback
 - 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
 - Demonstrate high levels of emotional intelligence
- 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
- Knowledge of Content and Pedagogy
 - Ensure the alignment of the curriculum standards and expectations in the High School
 - Support teachers to develop standards-based assessments, evaluate multiple sources of data, and differentiate to meet all students' learning needs
 - Demonstrate excellence in instructional contexts through a repertoire of current effective instructional strategies to engage students in learning

- Provide leadership in the areas of interdisciplinary and inquiry-based learning, unit design (based on UbD), and other SAS instructional frameworks and strategies
- Support use of a variety of instructional technologies to transform student learning
- Systems Thinking
 - Create and implement plans to meet system goals and sustainability

PERFORMANCE RESPONSIBILITIES:

- **Student Services/Pastoral Care**
 - Assume primary responsibility to act as “Dean of Students”, supporting Principal, Counselors, Heads of Year, and faculty in monitoring student academics, attendance, and behavior
 - Assume primary responsibility for student orientation, Link Crew, and Project Wayfinder programing
 - Assume primary responsibility for Grade Level Trip planning, programming, and leadership
- **Academic Program Development**
 - Work with counselors, HoDs, HOYs, Principal, and Counselors in the revision of the course catalog, articulating with PXHS as appropriate
 - Work with Principal and Counselors in editing student handbooks; articulating with PXHS as appropriate
 - Serve as administrative representative on various task forces and school-wide initiatives
 - Serve on Pudong High School Academic Council
 - Assist in the development of curriculum and oversee the implementation of curriculum and adopted instructional practices
 - Work with campus administration to:
 - Evaluate and develop ways in which we can better support the future of learning in the High School
 - Promote the development of vertical and horizontal articulation and coherence of student learning
 - Interpret the SAS educational program to teachers, parents, and community
- **Supervision and Evaluation**
 - Serve as Acting Principal in Principal’s absence
 - Work with Principal in the supervision and evaluation of faculty and staff
 - Work with Principal in the coaching of faculty in pedagogy
 - Assist Principal in recruiting
 - Assist in the organization and running of special academic school-wide programs or events
 - Assist in the supervision of school events
 - Assist the Principal in the supervision of HS budget preparation, working with the Finance Office and Heads of Department
 - Set an example through appearance, warmth, sincerity, consistency, concern, fairness, tactfulness, etc.
- *Other duties as assigned by the Principal, Deputy Head of School, Head of School*

SAS BELIEVES:

- That each Employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualification 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.