

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** DEPUTY HEAD OF SCHOOL  
**SCALE:** TBC  
**CONTRACT:** 210 days

### **POSITION SUMMARY:**

The Deputy Head of School will be the first line Officer of the respective campus and a primary resource for the Head of School in matters relating to program development and coordination.

### **SUPERVISED, EVALUATED BY AND REPORTS TO:**

Head of School

### **QUALIFICATIONS AND SKILLS:**

- Demonstrated strong and varied leadership experience and skills
- Experience as a Principal or as an academic leader preferred
- Strong interpersonal and cross-cultural skills
- Experience working and living internationally; China or Asia desirable
- Excellent written, oral and multi-media communication skills
- Outstanding organizational skills
- Strong foundation of educational experience
- Advanced degree in Educational Leadership and Curriculum or related field desirable

### **PERFORMANCE RESPONSIBILITIES:**

- Provide leadership for school improvement as set by the School mission, core values and strategic objectives
- Provide leadership - with the other two Deputy Heads of School - in the promotion of positive relationships between campuses based on the 'One School, Two Campuses' philosophy
- Provide leadership, education and diplomacy in the school's relationship with its parent stakeholders
- Serve as an academic and community leader for faculty and staff on campus
- Serve as direct supervisor of division principals, inviting collaboration and unity of purpose
- Serve as a bridge between academic and operational divisions on the campus
- Serve as direct supervisor of the Director of Athletics & Activities, Director of the Aquatics Program, School Psychologist, and Manager of the Performing Arts Center
- As directed by the Head of School, assume assigned responsibility for all or part of the following (to be further defined):
  - Review the Principals' budgets requests and make recommendations to the Head of School on instructional issues arising from that review.

- Lead and/or support the School's accreditation activities.
  - Coordinate and facilitate long-range program planning for the School set by the Board of Trustees and the Head of School.
  - Coordinate and facilitate Board committees as directed by the Head of School.
  - Assist the Head of School in representing the School to its community.
  - Represent the Head of School in his/her absence from Shanghai.
  - Facilitate the development of education policy as needed.
- Other reasonable duties as assigned.

**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, 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.