



Elementary School Vice Principal
– Pudong Campus
Shanghai American School
Shanghai, China

Application Deadline: November 30, 2021
Start Date: July 2022

Position Overview

Elementary School Vice Principal

Reporting to and in collaboration with the Elementary School Principal, the Elementary 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

- Lead the development of curriculum, oversee implementation, and adopted instructional practice.
- Actively collaborate with individual teachers and teacher teams and provide ongoing feedback on instructional practice.
- Support and model 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

- 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 Experience in successfully directing and supporting teachers through the application of instructional coaching strategies.
- 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 Elementary 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.

Salary & Benefits

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

Application Instructions and Requirements

Effective Date: July 2022

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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.

The School

Shanghai American School (SAS) is an English-language day school offering an American curriculum, pre-kindergarten to grade 12, for expatriate families living in Shanghai, the People's Republic of China. SAS is an independent, non-profit, coeducational day school. SAS is an entity duly registered, licensed and regulated by the Shanghai Civil Affairs Bureau and the Shanghai Education Commission, however, SAS is governed by the Shanghai American School Association of Parents. Every parent of a child at the school, by virtue of their child's enrollment, is a member of the Association. SAS has two campuses, one in Pudong, one in Puxi, each offering a full pre-kindergarten through grade 12 program. Each campus offers a high school with a wide range of AP courses, as well as the full IB diploma. SAS is the largest international school in China with 2754 students and 652 faculty and staff members.

Mission & Core Values

Mission

The Shanghai American School inspires in all students:

- A lifelong passion for learning
- The commitment to act with integrity and compassion
- The courage to live their dreams



Core Values

We believe that:

- Embracing diversity enriches individuals and communities
- Acts of compassion and generosity of spirit create a better world
- When individuals take responsibility for their own decisions, they are empowered to make positive impact
- Each individual has intrinsic value and the potential to contribute to society
- Collaboration is key to overcoming complex challenges and achieving common goals
- Integrity is the foundation of enduring relationships, quality institutions and well-functioning communities
- As global citizens, we have a duty to care for the earth and its inhabitants to ensure the well-being of humankind
- Creativity, critical thinking and a lifelong passion for learning are essential to personal fulfillment and to meet the challenges of the future.



Overview

History

Shanghai American School is Shanghai's most established international school, with a history that began in 1912. What was founded as a school for the children of American missionaries soon became a valued institution amongst diplomatic and expatriate business families as well. SAS survived and thrived through a relatively tumultuous period in Shanghai before closing in 1950 after the People's Republic of China was established on the Mainland. It reopened again in 1980 on the grounds of the U.S. Consulate General in Shanghai, and until 1992, the school offered self-contained classes through grade eight. In 1993-1994, a ninth grade was added. Beginning in the 1994-1995 school year, grades ten, eleven and twelve were added to enable SAS to provide a complete Prek-12 educational program. A growing foreign community and expanding foreign business activity created increasing enrollment thus prompting a move in 1989 from the grounds of the U.S. Consulate General in Shanghai to the campus of the Shanghai Number Three Girls' Middle School. When that campus became too small to accommodate enrollment, SAS moved to a campus close to the current Puxi site in August 1996. The same year, the first Pudong campus opened at the Hua Xia Cultural Center, where it was housed for two and half years in a reconstruction of the Ming Dynasty Sung family house. By 1998, students began migrating to the new campuses, and the world of the Shanghai American School reached across both sides of the Huang Pu River with the rapidly growing city of Shanghai between them. Since that time, facilities on both campuses have continued to be expanded and improved (see the Facilities section below). The school has grown from eight students when it reopened in 1980 to a height of 3,365 students in 2013. Today, SAS has 2754 students enrolled in Pre-K through 12 – 1049 in Pudong and 1705 in Puxi. On both campuses, the elementary school has wait lists; the middle and high schools have capacity for additional students. SAS is the largest international school in China with 363 faculty members from 26 countries.



Accreditation

Shanghai American School (SAS) is associated with the Office of the Overseas Schools of the U.S. Department of State and is a member of the East Asia Regional Council of Schools (EARCOS), the Association of China and Mongolia International School (ACAMIS) and an Affiliated member of the Near East South Asia Council of Overseas Schools (NESA). SAS is a member of the Council of Internationals Schools (CIS), the National Association of College Admission Counseling (NACAC) and the Association of College Counselors in Independent Schools (ACCIS). Other affiliations include the Council for Advancement and Support of Education (CASE), Independent School Management (ISM) and the Principal Training Center (PTC). SAS is accredited by the International Baccalaureate Organization (IBO) and offers the IB Diploma program and courses in the HS on both campuses. SAS is an affiliated member of the College Board and is authorized to offer Advanced Placement (AP) courses. SAS is a member of the Asia Pacific Activities Conference (APAC) and the Association of Music in International Schools (AMIS). SAS has been accredited by the Western Association of Schools and Colleges (WASC) since the 1981-1982 school year. The last full WASC Self-Study was in 2014 which was followed by a Mid-Cycle Report in Spring of 2017.

Curriculum

The “one school, two campus” model gains coherence through the work of the Educational Programs team and regular meetings between operational and academic leadership Associate Directors of Educational Programs on each campus help support divisions to ensure common curriculum implementation, assessment practices and professional development opportunities. The divisional administrators and teacher leaders meet throughout the year to share best practices, align student reporting methods, and develop new initiatives.

In addition, Shanghai American School equips students to transfer their knowledge and skills beyond the classroom, in authentic settings, over a lifetime, by becoming:

- Critical Thinkers
- Skillful Communicators
- Effective Collaborators
- Creative Learners
- Ethical Global Citizens



Technology

Technology is integrated into teaching and learning in age-appropriate ways across every grade level and subject. SAS follows ISTE Standards, an internationally recognized framework designed to prepare students for success in a connected, digital world. In addition to foundational technology skills, ISTE standards foster creativity, communication, collaboration, innovation, and computational thinking. We also promote Digital Citizenship, which encompasses safe, ethical, and legal use of technology and social interactions involving technology.

Arts, Athletics, & After School Activities

SAS students oversee nearly 100 different clubs, organizations, and leadership committees. SAS is a founding member of the Asia Pacific Athletic Conference (APAC), fielding strong athletic, dance, forensics, theater, and instrumental ensembles. Additionally, our students host and travel to perform as part of the Association of Music in International Schools (AMIS) as well as the International Schools Theatre Association (ISTA).



Elementary School Students

The Early Childhood program at SAS is inspired by practices aligned to the Reggio Emilia framework, with students being supported socially, emotionally, and academically as they learn how to understand themselves and explore their world.

In the elementary years, we focus on building a core foundation for the years ahead. At the heart of this experience is literacy, as well as a deep understanding of mathematical concepts. As student interests grow by leaps and bounds, their health, well-being, and curiosity are supported with endless opportunities for exploration, from construction in the maker spaces to performances on the stage. Students will further their development and progress through transdisciplinary experiences that support their current and future selves as: critical thinkers, effective collaborators, skillful communicators, creative learners, and ethical global citizens in preparation for the opportunities and growth ahead in Middle School and beyond.



Faculty

SAS has the largest teaching population, 363 teachers in total, of any of the international schools in the region. Eighty-two percent of the faculty are expatriate overseas-hire teachers. Approximately 7% are expatriate local-hire teachers and 11% are Chinese nationals, the majority of whom are Chinese language teachers. In total they represent 24 nationalities. As of school year 20-21, faculty tenure averages 5.9+ years.

Professional Development

SAS aims to remain competitive with other international schools in its support of professional learning of its faculty. SAS is committed to supporting onsite and offsite learning experiences that achieve organizational goals and school initiatives and support individual staff members' professional learning needs. SAS supports teachers by funding professional learning, which helps to achieve organizational goals and school initiatives while supporting individual staff members' professional learning needs. Access to professional learning funds of up to 11,000RMB per faculty per year supports the school's

commitment for the shared responsibility of teachers and the school to continue and develop professional qualifications and knowledge. Funding is also provided for teachers to obtain relevant training in AP and IB.

Governance

The school is governed by a Board of Trustees, with its mandates from the school's Articles of Association. The Board of Trustees currently consists of 11 members: six elected and five appointed. The U.S. Consulate General to Shanghai appoints one of these Board members; the other four are chosen by the Board itself. An elected Board member's term is two years, but that individual may volunteer to serve a second two-year term. An appointed Board member's term is the same; however, that individual must receive the approval of the Board in order to serve a second two-year term. Elected members must be current parents with children enrolled at SAS; appointed members may or may not have children enrolled in the school. In Spring of 2019 SAS appointed its first alumni to the Board. The Board chair is selected by the Board itself through majority vote. There are currently four standing committees of the Board: Finance, Strategy, Trusteeship, and Audit.

Campus

The Pudong campus first opened in 1998 with the establishment of what is now the elementary school building, including a large library. This is the oldest facility in the entirety of the current embodiment of the Shanghai American School. A middle school facility was opened in the Fall of 2005, housing large, modern classrooms, science laboratories, project areas and dedicated music and art rooms. The high school building, including dedicated gyms, opened in 2007.



Sports facilities include an out-door track, extensive playing fields, three gymnasiums, and an outdoor climbing wall. Additionally, the campus benefits from an eight-lane Aquatic Center. The Aquatic Center staff provides curricular experiences to all students and supports a robust competitive swimming program for students of all divisions.

The Performing Arts Center (PAC) opened in 2015 as the premier performing space on campus. It also contains several dedicated classroom spaces for middle and high school performing arts, including two professional Blackbox Theatres.

The campus boasts two libraries, including a purpose designed library facility for elementary school students and a secondary school library media center with project rooms and an Apple Care Center.

Each division includes purpose-built visual arts classrooms, including at the high school level, space for the school's digital film program.

In 2016, a new middle school/high school Maker Space was created, offering students hands-on opportunities to create.

An innovative learning space was developed with the new Early Childhood Center, and a state-of-the-art learning kitchen for elementary school students. The campus also boasts an entirely new Fine Arts corridor. Finally, the campus has an adjoining upper and lower school cafeteria.

Location

The twenty-three-acre Pudong campus is located on the grounds of the Shanghai Links Executive Community in Heqing Town, near the Pudong International Airport and overlooking the East China Sea. As a destination campus, the majority of students travel to school by bus or private car.

Shanghai, China's largest city, is a vibrant and modern metropolis, rich in history and culture. It is the financial and commercial center of China with a well-established record of foreign investment. China's rapid growth, industrial expansion, and modernization, that began in the 1990s, changed the face of Shanghai, resulting in modern high rises, international five-star hotels, modern department stores and luxury residential complexes for expatriates and Chinese alike.



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