



## Hangzhou International School Job Description

### **TITLE: Lower School Vice-Principal (Pastoral)**

#### **QUALIFICATIONS:**

- 10 years teaching experience in Grades ECE-5
- Master's Degree in Education and/or Administrative Certification (or in process thereof)
- Ability to learn new computer programs and apply current tools of technology
- Educational leadership experience (vice-principalship, coordinator, department chair, or team leader)
- Strong written and oral communication skills
- Excellent inter-personal skills which allow candidate to work effectively with students, parents, teachers, and other administrators
- Commitment to the HIS Vision and ability to support the direction of the school in both words and action

#### **PREFERRED:**

- Experience in an international school environment
- Experience in leading change
- Experience with PYP

#### **PERSONAL QUALITIES:**

- Organized and able to prioritize workload
- A demonstrated and genuine liking and appreciation of children
- Flexible and adaptable
- Resilient
- Sense of humor
- High standards and expectations
- Motivated

**REPORTS TO:** Lower School Principal

**SUPERVISES:** All staff as assigned by the Lower School Principal

#### **PRIMARY ROLE:**

Under the direction of the Lower School Principal, and as a member of the pedagogical leadership team, the Vice Principal (Pastoral) represent the school in developing positive and effective working relationships with staff, students and parents in the school community. They are a role model in maintaining a positive culture that embeds the school's values through highly effective communication processes, and ensures that students and staff feel valued, safe and supported. The Vice Principal (Pastoral) will assist with administrative responsibilities that increase the scope of support to students, teachers, and parents at the Lower School.

#### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Coordinates, supervises, and develops the Lower School program, including but not limited to field trips, Afterschool Activities (ASA), parent contacts, and implementation of the overall Lower School program.
- Promotes international mindedness and understanding of different perspectives.
- Fosters development of the learner profile attributes through interactions with the school community.
- Collect, analyse and use student assessment data as a means of identifying areas for student development and growth.
- Monitor students who are academically at-risk or in need of student support.
- Liaise with Student Support Services and school nurses about student wellbeing.
- Planning and delivering in-house Professional Development sessions.
- Meet with parents to discuss student issues and support.
- Develops plans for school-community relations that will ensure the ongoing retention of students within the school.
- Coordinate communication with the parent community via weekly E-mail Newsletters, announcements, and articles etc.
- Serves as a staff representative and liaison for PAFA with the school administration.

- Support all aspects of day-to-day management of Lower School including supervision of students, maintenance requests, facilitation of major events (Parent Coffees, Conferences, Back to School Nights, Promotion Ceremonies).
- To assist the Admissions Department with the school's admission processes, facilitate the admission of all students, and manage the transition of students from their previous school into HIS.
- To supervise and coordinate with the Transportations Manager on the school's transportation system.

**OTHER RESPONSIBILITIES:**

- Serves as administrator in charge in the absence of the Lower School Principal.
- Conducts staff evaluations in coordination with the Lower School Principal.
- Assist in student data collection and analysis.
- Assist in the checking of reports.
- Act as a resource to the community for ManageBac and other digital information systems.
- Serve as administrative representative on various task forces, school-wide initiatives.
- Design and supervise duty rosters for lunch and bus.
- Assist in student orientations and transitions to and from Lower School.
- Makes contacts with prospective parents, businesses, community organizations and consulates to promote the school.
- Provide campus tours and program information to prospective families.
- Monitors and works with the Operations Manager to ensure that all maintenance is completed.
- Develops and monitors the daily school schedule and all staff duty schedules.
- Develop professional skills appropriate to job assignment.
- Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
- Any other tasks assigned by Director of Schools or Lower School Principal.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board in accordance with local Chinese law, and school policy.

**EVALUATION:** Performance of this job will be evaluated on an annual basis in accordance with provisions of the Board's Policy. The primary evaluator will be the Director of Schools with input from the Lower School Principal and the faculty/staff, parents and students of the school.

**HIS 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 or HIS 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.