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# Prospective Teacher Information



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## Our Mission

At Concordia, we view every student as a gift from God, entrusted to us by parents and are committed in Christian stewardship to educate students holistically in a nurturing environment that includes comprehensive and challenging opportunities in academics, creative arts, spirituality, athletics, co-curricular activities, and service.

## Vision:

Concordia Shanghai will be a global platform fostering deeper learning and transforming lives to lead change in a dynamic and complex world.

## Our Core Values

- ▶ We partner with students and parents in a learning community that facilitates holistic education with high expectations. By giving more than taking, being kind and loving, and practicing forgiveness and peace, our community enables servant leaders. Celebrating our spiritual lives together and valuing everyone as equal, we respect and care for all people, making the best decisions for the individual in the context of community.

## Schoolwide Learner Outcomes

We expect our students to become:

- ▶ Insightful Learners
- ▶ Effective Communicators
- ▶ Reflective Spiritual Beings
- ▶ Active Global Citizens
- ▶ Principle-Centered Leaders and Team Members

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## Frequently Asked Questions

### **Q: Can you explain the salary and benefits?**

A: Benefits for overseas hires include: housing, retirement plan, worldwide medical insurance, relocation allowance, school fees at Concordia for teachers' children, tech equipment for professional use (currently this includes a MacBook and iPad-if needed), professional development allowance, annual passage allowance in support of home leave, medical evacuation, disability insurance, college student home-visit allowance, and the school pays the all Chinese taxes. See "Salary and Benefits" in this document.

### **Q: Do you hire teachers with a non-teaching spouse?**

A: Concordia prefers to hire teaching couples, all qualified applicants will be considered. Teachers with non-teaching spouses are limited to two dependents in the school.

### **Q: Why does Concordia choose to hire Christian teachers?**

A: As our mission states, we view every student as a gift from God, and are committed in Christian stewardship to educate students holistically, which includes intellectually, physically, emotionally, socially, and spiritually. We have found that quality educators who are Christian, intentionally nurture their students while providing the rigorous and comprehensive educational experience our parents desire for their children. At Concordia we look for teachers with depth in both their professional lives and faith walk.

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## FAQ Continued

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### **Q: What does it mean that Concordia teachers integrate technology into the classroom?**

A: Technology isn't a class at Concordia; it's a way of learning. Concordia is committed to providing students and teachers with the latest technology tools and expertise.

On Concordia's wireless campus, preschool students have appropriate access to iPad and desktop computers. Students from Kindergarten to Grade 2 enjoy close to a 1:1 student to computer ratio in the classrooms and students in Grade 3-5 have a 1:1 ratio. Grades 6-12 participate in a 1:1 Macbook program. There are also iPad carts available for check out as teachers use various technologies throughout the curriculum. Concordia provides additional tech support in the elementary, middle and high schools from designated educators who work with teachers as digital literacy coaches. Concordia issues each teacher tech equipment for professional use (currently a Macbook and iPad-if needed for his/her use).

### **Q: Does Concordia support professional development?**

A: The most important professional development occurs as teachers work in teams and plan together, which is common at Concordia. Concordia also sponsors teachers to attend workshops that further the goals the school is working on. Outside experts come to campus, sometimes in collaboration with other international schools in the area. Each teacher also has an opportunity to apply for professional development funds for opportunities that support her/his professional goals.

### **Q: What is life like in Shanghai?**

A: Shanghai is a cosmopolitan city with a unique blend of Western and Eastern influences. The arts flourish in concert halls and galleries; big-name concerts and sporting events grow more frequent; and restaurants offering food from around the world are readily available. In its mission to be a world city, Shanghai has worked to assure that the city grows in a balanced way. Hundreds of acres of parks have been created in recent years to balance the growth of new industrial zones. The greater city of Shanghai and the local neighborhood offer a variety of cultural and social opportunities for both families and singles. Life for many teachers centers around the people of the Concordia community.

### **Q: What's the neighborhood like where Concordia is located?**

A: Concordia and teacher housing are conveniently located in a modern area of Pudong called Jinqiao, where many expatriates live in single-family homes as well as low-rise and high-rise apartment buildings. Several other schools are also located in the Jinqiao area. Nicknamed "Green City," its tree-lined streets are home to a number of western restaurants, Carrefour supermarket, Mega Fit gym, and more. Taxi service is easy to find and access to the subway system is close by. Biking is a primary mode of transportation around the area.

### **Q: How do teachers get additional information prior to moving to Shanghai?**

A: Concordia regularly distributes information to new teachers through e-mail, via the HR department and onsite teacher pen pals. Concordia's own website ([www.concordiashanghai.org](http://www.concordiashanghai.org)) has a wealth of information about the school and links to information and organizations around Shanghai.

### **Q: Why do parents choose Concordia over other school options in Shanghai?**

A: Since it was founded in 1998, Concordia has rapidly earned a reputation for excellent teaching and a caring community. While it is something of a cliché to talk about educating the "whole child," at Concordia we "practice what we preach" and do just that by including the spiritual aspect of holistic teaching too. Many families also choose Concordia because they can walk or bike to school from their home in Jinqiao, a green and leafy hub for expatriate families. There are many other reasons as well, but most commonly we hear families say, "We just felt something different when we were on campus." We believe that what they are feeling is the impact of our faculty who choose to live out their faith.

### **Q: Where is your faculty from?**

A: The majority (69 percent) of our 177 faculty and administrators are from the United States. Other countries represented are Australia, Canada, China, Greece, India, Indonesia, Japan, Malaysia, New Zealand, Philippines, Singapore, South Africa, Spain, United Kingdom and Venezuela.

### **Q: What are medical services like in Shanghai?**

A: Medical care options catering to expatriates have increased dramatically over the past few years. Branches of Parkway Health and the International Medical Center of Ruidong Hospital are just blocks from Concordia; 15 minutes away is the Yosemite Urgent Care Clinic, Sino United and the United Family Hospital with emergency room facilities; Children's Medical Center is a 25-minute drive; other options include Huashan Worldwide Medical Center and other local and international clinics (if located in Puxi, 45- to 60-minute drive). Second opinions are provided by our insurance via the Cleveland Clinic and many choose non-emergency surgery in Thailand, other locations in Asia or their home country.

*To learn more about living and working at Concordia, please go to:*

[www.concordiashanghai.org/about-concordia/employment/faq](http://www.concordiashanghai.org/about-concordia/employment/faq)

## Employment Conditions-Faculty

**Summary:** A guide to faculty expectations, responsibilities, and benefits.

**Updated:** 8/2021

**Applies to:** Faculty (Teaching & Non-Teaching)

**Created:** Fall 2013

**File Name:** Admin Policy<Employment

### 1.1 Code of Ethics for Concordia International School Shanghai Professionals

1.1.1 Professionals at Concordia are Scripture fed, continuous learners who serve as models of Christian faith creating a positive, productive learning environment that promotes the academic, social and emotional potential of all students.

1.1.2 Concordia professionals\*:

1.1.2.1 Make the education and well being of students cornerstones that drive their actions by assisting students to become confident, independent and successful learners.

1.1.2.2 Demonstrate respect for the dignity of others and promote a safe, secure and inclusive learning environment as evidenced through modeling compassion and striving to treat individuals fairly and with due process.

1.1.2.3 Fulfill their duties with honesty, integrity and always acting in trustworthy and responsible ways that uphold the honor and dignity of their profession as educational leaders.

1.1.2.4 Commit to continuous improvement of the school and community by cooperating individually and with others on identified goals.

1.1.2.5 Work collectively as part of the school team to promote and support best practices.

1.1.2.6 Maintain confidentiality in all matters related to students, staff and school decisions.

1.1.2.7 Accept responsibility and accountability for their actions and behaviors.

1.1.2.8 Hold others accountable for their actions and behaviors.

1.1.2.9 Maintain positive and productive lines of communication with students, parents, and staff.

1.1.2.10 Commit to serving others above self.

*\*Adapted from the American Association of School Administrators' Statement of Ethics for Educational Leaders and The Code of Conduct and Practice for Registered Teachers, General Teaching Council of England*

### 1.2 Contract Renewal

1.2.1 Initial contracts are offered and signed on a 3-year basis unless otherwise dictated by the Head of School..

1.2.2 Details regarding termination and breach of contract are defined in the contract.

1.2.3 In the third year, the Head of School may offer to renew a contract with employees who exemplify the vision and mission of the school. Expat employees may receive a contract through the final full academic year prior to their 65<sup>th</sup> birthday, except for the situations where the school may not be able to obtain work permits for the employees beyond certain age (e.g. 60) due to a provision of the law that remains under review and is subject to change.

1.2.4 An employee who requests a significant change in assignment may be asked to sign a multiple year extension to their contract. It is the responsibility of the Head of School to determine whether a request for a change of assignment is significant enough to warrant an extension.

1.2.5 Where the school changes an employee's assignment, there is no obligation on the part of the employee to extend the contract period past one additional year.

### 1.3 Commitment to Profession & Full Disclosure a Requirement of Employment

1.3.1 In the belief that the quality of service directly influences the world and its citizens, educational professionals shall exert every effort to raise professional standards, promote a climate that encourages the exercise of professional judgment and contribute to conditions that attract persons worthy of the trust to careers in education.

1.3.2 In fulfillment of the obligation of the profession, professionals at Concordia International School Shanghai:

1.3.2.1 Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

1.3.2.1.1 Shall not misrepresent his/her professional qualifications.

1.3.2.1.2 Shall not withhold or misrepresent information regarding his/her conduct.

1.3.2.2 Shall not knowingly make false or malicious statements about a colleague.

1.3.2.3 Shall not accept any gratuity, gift, or favor (as defined in the school's gift policy) that might impair or appear to influence professional decisions or action.

### 1.4 Teacher Expectations-as defined in Concordia's Administrative Job Descriptions

1.4.1 As a school grounded in the Christian faith, we hire Christian teachers and administrators. Concordia seeks to hire candidates who are able to model Christ's teachings through interpersonal skills, respectful

relationships and problem solving, are interested in the complex questions of faith and spirituality, and are keen to learn and interact with others of different faith traditions.

- 1.4.2 Establish collaborative relationships with all staff, students and parents.
  - 1.4.2.1 Engage parents and students in meaningful discussions about student achievement.
  - 1.4.2.2 Commit and contribute to the school community—play an active, positive and supportive role in addressing the needs of the whole child and the ethos of Concordia beyond the classroom. This includes, but is not limited to:
    - 1.4.2.2.1 Participation in school-sponsored educational trips that require a teacher to be away from home overnight, such as HS Interim and MS Trips. When a school sponsored event requires students to be away from Shanghai overnight, teachers will be expected to chaperone students.
    - 1.4.2.2.2 Leading co-curricular activities during the year.
- 1.4.3 Integrate the school curriculum with the Schoolwide Learner Outcomes (SLOs).
  - 1.4.3.1 Insightful Learners
  - 1.4.3.2 Effective Communicators
  - 1.4.3.3 Reflective Spiritual Beings
  - 1.4.3.4 Principle-Centered Leaders and Team Members
  - 1.4.3.5 Active Global Citizens
- 1.4.4 Teach the curricula established by the school.
  - 1.4.4.1 Complete all aspects of the Rubicon Atlas standard-referenced curriculum for the current teaching assignment.
  - 1.4.4.2 Develop and maintain Rubicon Atlas curriculum maps.
  - 1.4.4.3 Select and use school-approved teaching strategies and classroom resources.
- 1.4.5 Ensure that personal professional goals are established and completed each year.
- 1.4.6 Understanding of employment.
  - 1.4.6.1 Oversee, when appropriate, Teacher Assistants/Paraprofessionals/Support Staff in working with or monitoring children and managing clerical tasks.
  - 1.4.6.2 On regular school days, all teachers are on duty between 7:45AM and 3:45PM, not inclusive of activities and meetings. (Start and end time may be adjusted by the division, as deemed appropriate.)
  - 1.4.6.3 Undertake additional duties that may reasonably be assigned or requested by a member of the Leadership Council.
  - 1.4.6.4 Concordia reserves the right to reassign a teacher to a teaching duty commensurate with their educational training and experience. Such a decision will be made by school administrators and be guided by what is in the best educational interest of students and the school as a whole.

**1.5 Professional Practice**—see *Employee Development Handbook –Appendix A & B for greater detail.*

Concordia teachers are expected to function in the Proficient or Distinguished categories.

**1.5.1 Planning and Preparation**

- 1.5.1.1 Demonstrating Knowledge of Content and Pedagogy
- 1.5.1.2 Demonstrating Knowledge of Students
- 1.5.1.3 Setting Instructional Outcomes
- 1.5.1.4 Demonstrating Knowledge of Resources
- 1.5.1.5 Designing Coherent Instruction
- 1.5.1.6 Designing Student Assessments

**1.5.2 Classroom Environment**

- 1.5.2.1 Creating an Environment of Respect and Rapport
- 1.5.2.2 Establishing a Culture of Learning
- 1.5.2.3 Managing Classroom Procedures
- 1.5.2.4 Managing Student Behavior
- 1.5.2.5 Organizing Physical Space

**1.5.3 Instruction**

- 1.5.3.1 Communicating with Students
- 1.5.3.2 Using Questioning and Discussion Techniques
- 1.5.3.3 Engaging Students in Learning
- 1.5.3.4 Using Assessment in Instruction
- 1.5.3.5 Demonstrating Flexibility and Responsiveness

**1.5.4 Professional Responsibilities**

- 1.5.4.1 Reflecting on Teaching
- 1.5.4.2 Maintaining Accurate Records
- 1.5.4.3 Communicating with Families
- 1.5.4.4 Participating in the Professional Community
- 1.5.4.5 Growing and Developing Professionally
- 1.5.4.6 Showing Professionalism