



## Shanghai Community International School Director of Teaching & Learning

### Search Announcement:

Shanghai Community International School (SCIS) seeks a Director of Teaching and Learning to begin July 2021. The SCIS community is seeking applications from individuals motivated to advance best practices and foster teaching excellence. The Director of Teaching and Learning needs to be able to serve a diverse and transient community. The ideal candidate for this position will need to be able to manage the inherent challenges while still maintaining the personal and intimate approach in line with the culture of the school. In addition, as a member of the School Leadership Team, this position will be a key driver in the refinement and implementation of the components of the school's strategic vision as it relates to teaching and learning.

### School Description:

Founded in 1996, SCIS is a private, not-for-profit co-educational institution with over 1,700 students from over 65 countries ranging in age between 2 and 18 years. SCIS operates two Nursery to Grade 12 programs on three campuses spanning both sides of the Huangpu river of Shanghai. SCIS is fully accredited by the Western Association of Schools and College (WASC). SCIS is one of the first international schools in Shanghai to become fully authorized as an International Baccalaureate (IB) Continuum World School. SCIS is a proud member of the East Asian Regional

Conference of Schools (EARCOS) and the Association of Chinese and Mongolian International Schools (ACAMIS).

### Position Description:

The Director of Teaching and Learning reports to the SCIS Director of Schools (DoS) and supervises the continuous development and refinement of teaching and learning from Nursery to Grade 12 across the system of schools. Working with the school leadership team, the Director of Teaching and Learning will facilitate system-wide implementation of the curricular components of the strategic planning process, oversee all aspects of the curriculum, promote the implementation of innovative best practices in teaching and learning, while ensuring compliance with WASC and IB requirements. The Director of Teaching & Learning will have senior level strategic decision-making authority within the realm of curriculum, teaching, and learning.

### Qualifications:

- Advanced degree in education and/or Educational Administration, minimum of a Master's Degree preferably a Doctorate in Education.
- Successful administrative experience at a senior level in school leadership in a Nursery – 12 setting and in related areas of professional development for faculty and staff, group facilitation, strategic planning, and recruitment.

# POSITION TITLE: Director of Teaching & Learning

## Preferred Skills and Experience:

- Strong understanding and knowledge of leadership practices in international schools.
  - Experience in a dynamic and energetic school, which is constantly monitoring the educational program, enrollment capacity, staffing, and facilities.
  - Ability to establish effective working relationships with faculty, staff, students, parents, and community members.
  - Ability to communicate effectively both orally and in writing to a wide range of audiences.
  - Ability to support a collaborative and dynamic culture throughout the system and represent a sincere appreciation for the host country culture.
  - Proven skills in strategic planning, international accreditation processes, and establishing relationships and networks within the international education community.
  - Proven skills and abilities as a visionary who demonstrates leadership, resourcefulness, flexibility and creativity in identifying innovative solutions.
  - Strong understanding and experience of general curriculum and current theories and practice of pedagogy and assessment.
  - Training and experience in the Common Core curriculum and the three International Baccalaureate Programmes (PYP, MYP, & DP).
  - Ability to conduct productive meetings which facilitate collaborative learning focused dialogues.
  - Awareness of current research and professional development opportunities in relevant areas of teaching, learning and curriculum development and develop means for informing and inspiring faculty surrounding innovative best practices in curriculum, instruction and assessment.
- Facilitate and develop positive and effective communication and relationships with various stakeholders.
  - Evaluate school effectiveness through analysis of divisional-, campus-, and systemwide data as it relates to teaching and learning.
  - Oversee the continued development of SCIS as a professional learning community with a common ethos and culture across the system.
  - Work with the school leadership team to promote opportunities for parents to engage in the learning process through parent forums, workshops and other communication platforms.
  - Provide data and input into the Principal's evaluation of all curriculum positions including PYP, MYP, DP, Literacy, Early Years Coordinators, etc.
  - Support in the evaluation and supervision of system leadership that relate to teaching and learning.
  - Develop and facilitate the system-wide Nursery to Grade 12 annual Curriculum Review Cycle and work with divisional leadership teams on regular curriculum revision, implementation and improvement processes.
  - Oversee the system-wide Nursery to Grade 12 annual resource order process working with school leadership teams to ensure orders reflect identified needs of divisions, campuses, and/or the system as a whole.
  - Assist the DoS and school leadership team with recruitment, orientation, and supporting faculty retention.
  - Other duties as assigned by the Director of Schools.

## Performance Responsibilities:

The Director of Teaching and Learning will work closely with the Director of Schools and the school leadership team to:

- Assist the DoS in implementing, across the system, the school's mission, vision and educational policies in compliance with WASC and the IB within the framework of the regulations provided by the SCIS School Board.
- Facilitate system-wide strategic planning as it relates to teaching and learning.
- Monitor, support, and keep the system of schools and faculty accountable to the strategic plan as it relates to the teaching and learning.



## Strategic Planning:

- Will contribute significantly to the design, implementation, leadership and monitoring of the system-wide Strategic Plan, and Annual Strategic Goals as they relate to teaching and learning.
- In collaboration with the Director of Schools and the school leadership team, will oversee the implementation of curricular related action plans that are developed as a result of the Self-Study process.

## Teaching and Learning:

- Oversee the development and implementation of system-wide internal and external professional development (i.e. consultants, conferences, etc.) and manage the professional development budget.
- Assist with data analysis regarding the effectiveness of educational programs and student performance.
- Oversee the ongoing development and implementation of the system-wide faculty growth and evaluation process

## Curriculum:

- Work closely with the Director of Student Support Services and IB Coordinators to foster greater communication regarding teaching and learning issues within SCIS.
- Communicate regularly with divisional principals to

ensure shared awareness of divisional issues as they relate to teaching and learning.

- Develop, maintain, and monitor the documentation of the SCIS curriculum.
- Analyze and summarize the results of the annual Curriculum Review Cycles and provide subject area reports to the Director of Schools, school leadership team, as well as the greater SCIS community when applicable.
- Work with the school leadership team to support curriculum committees, provide guidance on the setting of goals and means of achieving them while ensuring alignment of curriculum to selected standards.
- Oversee the development process for the addition of new courses and/or programs in alignment with the Curriculum Review Cycle.
- Work with school leadership team to develop and update divisional parent curriculum guides/websites to ensure accuracy across divisions and campuses.

## Academic Policies

- Collaborate with relevant stakeholders in the review of academic policies, the practices contained therein, and accompanying forms.
- Assist in the creation of new academic policies.
- Ensure the availability of academic policies and its accompanying forms.





## Compliance with External Agencies

- Work with the Director of Schools and the school leadership team to ensure compliance with all authorization and evaluation requirements (WASC & IB).
- During self-study periods coordinates and leads the system-wide accreditation and authorization committees which will serve to coordinate, complete, and submit all reports required for compliance for WASC Accreditation and IB Authorization.

## Salary and Benefits:

Salary is competitive and will be commensurate with qualifications and experience of the successful candidate. Benefits include housing, airfare allowance, health insurance, retirement contribution, professional development funds, and tuition benefits for N-12 school age dependents

## Application Process:

Interested candidates should apply no later than **December 3rd**. Please note that all application materials must be scanned into a single pdf attachment of 4MB or less and sent to both **Dr. Norma Hudson** at [nhudson@searchassociates.com](mailto:nhudson@searchassociates.com) and **Dr. Eric Sands** at [esands@searchassociates.com](mailto:esands@searchassociates.com). Candidates should note that in the event an outstanding applicant is identified early in the search process, SCIS reserves the right to make an appointment before the deadline mentioned above and to bring the search to a close.

The application should include:

- Cover letter of application
- Résumé, not to exceed two-pages
- Educational philosophy detailing beliefs in reference to learning and leading
- A list of references (at least three) - the list should include their names, positions, current email addresses, and the current Superintendent/Director of your present school.



**SCIS**  
HONGQIAO-PUDONG

FOLLOW US:



/scischina



@scis.china



linked.in/scischina



@scis-china