



# Shanghai Community International School

## Hongqiao Main Campus

### Job Description

#### **TITLE: Lower School Vice Principal**

**POSITION SUMMARY:** In partnership with the Lower School Principal, the Vice Principal works collaboratively with and within the community, to create a shared sense of purpose and direction. Alongside the Principal, the Vice Principal aligns the school's mission and vision, to the divisional and all-school goals, and brings forth positive and sustainable actions.

The Vice Principal supports the Lower School Principal in fostering a welcoming dynamic school culture centered on an inclusive learning community, quality learning and teaching, and a positive experience for all.

The Vice Principal supports the day-to-day running of the division of over 45 faculty and staff and approximately 500 students in Grades 1-5. As a pedagogical leader, the Vice Principal collaboratively works to establish the culture and conditions that enable members of the learning community to work towards international-mindedness and the indicators of excellence.

The Vice Principal oversees, and monitors data, systems and programs related to student wellbeing, including social and emotional learning, and collaborates systemwide to achieve school-wide goals.

The Vice Principal is integral to ensuring smooth and orderly operations of the Lower School, communicating, and working regularly with all members of the community to coordinate sustained effective structures, coherent organizational practices and carefully considered resources.

In unison with the Lower School Principal, the Vice Principal strengthens the community through using the language of the learner profile, honoring and nurturing family languages, modelling international-mindedness, and building a dynamic and inclusive culture that promotes agency and values diversity.

#### **QUALIFICATIONS & EXPERIENCE**

- Master's degree in educational leadership or master's degree with additional qualifications in administration/leadership.
- Previous leadership experience as a Lower School Assistant Principal, PYP Coordinator, team leader, or activities coordinator.
- Relevant teaching at the lower school level.
- Overseas and international school experience.
- Involvement in leading curriculum and program development initiatives including experience with the implementation of the PYP framework.
- Experience in leading and facilitating organizational and management systems such as schedules (for Parent Conferences, class schedules, bus schedules etc.).
- Proficient in IT for productivity purposes (data management, scheduling, Power School) and as a tool to facilitate learning in the classroom.
- Experience in effective teacher supervision, evaluation, and mentoring.
- A deep understanding of the developmental needs of lower school students.
- Experience and understanding of best practices in inclusive settings with both Special Education and EAL Students.

**ATTRIBUTES:**

- Models and strives to exemplify the attributes of the IB Learner Profile.
- Excellent organizational, administrative, and interpersonal skills.
- Clear and concise communication style.
- Ability to work independently.
- Ability to safeguard confidential information.
- Sensitivity in meeting the needs of an international student body.
- Possesses a “can do”, solution-oriented attitude.
- Reflective learner.
- Models humility and has a strong sense of humor.
- Takes initiative, is self-motivated, dynamic, energetic, and creative.

**CAPABILITIES**

**Strategic:** Is forward thinking and translates strategy into action while aligning people and the organization behind a set of shared values and vision.

**Cultural:** Harnesses the human potential within diverse school communities and creates a shared culture that not only respects and celebrates cultural diversity but also sees it as essential for intercultural learning.

**Pedagogical:** Builds individual and institutional knowledge and understanding to help the school continue to grow.

**Entrepreneurial:** Anticipates change and responds creatively. Takes intellectual risks and supports others in these endeavors.

**Relational:** Influences individuals, groups and systems to achieve a goal or set of goals. Supports members of the learning community to learn together to achieve better outcomes for students.

**Reflective:** Uses thinking strategies when engaging with the different experiences. Emphasizes critical thinking, as well as multiple perspectives and constructivist and social constructivist views of knowledge.

**REPORTS TO / EVALUATED BY:** Lower School (LS) Principal

**SUPERVISES:** Lower School Staff as designated by LS Principal

**MAJOR RESPONSIBILITIES AND DUTIES:****Student Support & Pastoral Care**

- In conjunction with the LS Principal & Director of Student Support, oversee, review, and enhance systems for supporting all students (behavioral, social-emotional, students with learning needs, English learners etc.).
- Maintain and systematically analyze programs & processes that support student wellbeing and address student needs (related to behavior, social and emotional learning), including using restorative and relational practices.
- Work collaboratively with others to ensure the ongoing needs for assemblies, student-led clubs, UN Day, and other school events are met.
- Liaise with sponsors of Student Council.
- Work collaboratively with outside providers to ensure safe China Trips experience for all students.

- Connect regularly with the admissions team to review files, meet with applicants, and transition new students into the SCIS Lower School.
- Work alongside the LS Principal and with the PAFA Representatives in support of PAFA events, meetings and communication and parent coffees.
- Effectively and proactively communicate with families regarding wellness, social and emotional challenges, concerns, or incidents.
- Work collaboratively with others, seeking feedback as appropriate, to create effective schedules and calendars for students.
- Work with the leadership team to ensure student academic and attendance requirements are met and implement required follow-up based on policy agreements when needed.
- Implement and lead the utilization of systems to collect and analyze student data, including the use and interpretation of MAP data to monitor growth and inform practice.
- Serve on committees within the LS and systemwide to enhance, review and refine policies, procedures, and Handbooks.

### **School and Community Relations**

- Identify, monitor, and enhance ways to encourage community and parent involvement.
- Promote positive school-community relations through tours and other marketing activities with prospective parents, community organizations, and consultants, to promote the school.
- Facilitate the development of internal and external communications that effectively demonstrate the teaching and learning happening on the Lower School Campus.

### **School and Organizational Climate and Management**

- Foster collegiality and team building among staff members.
- Be responsible for the implementation of effective operational structures and organizational systems that support student learning including, but not limited to, master schedule, sub coverage and staff duty schedule, and bus incidents and updating existing school Handbooks and Policies.
- Perform other duties as assigned. (Including substituting occasionally, special projects, work associated with system goals and strategic planning, etc.).

### **Professional Growth and Development**

- Assist and support the LS Principal in leading effective professional development opportunities.
- Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
- Create a positive school culture that supports faculty growth and development.
- Ensure collaborative development of individual professional goals around student learning.
- Conduct parent workshops throughout the year focusing on student needs and academic programs.

### **Recruitment, Supervision and Evaluation**

- Assist and support the LS Principal in the recruitment of faculty and support staff.
- Share supervision and evaluation of teachers with the LS Principal and provide constructive feedback on teaching and learning.
- Perform other duties as required by the LS Principal (including some weekend and beyond the school day tasks and events).

### **SCIS 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 SCIS 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.