



DWIGHT SEOUL

IGNITING THE SPARK OF GENIUS IN EVERY CHILD



Upper School Principal

Seoul, South Korea

Start Date: Aug 1, 2024

Interviews begin upon reception of applications.

Posting open until position filled.

Position Overview

Reporting to the Head of School, the Upper School Principal collaborates with the Lower School Principal, and provides leadership in all educational and community matters in the Upper School. They have primary responsibility for overseeing the Upper School's programs to maximize student achievement in line with Dwight Seoul Mission and three guiding Pillars. Working in collaboration with the academic leadership team, faculty and staff, students, parents and the broader community, they establish an environment in which students have access to exceptional and diverse academic programs and opportunities, as well as appropriate care for their social-emotional and learning needs.

Duties & Responsibilities

STUDENTS

- Ensure a safe and positive atmosphere where student expectations (behavior and academic) are fairly and consistently applied.
- Create and oversee the preparation of timetable for students and teachers.
- Work closely with the Head of School and Director of Enrolments to establish and implement clear guidelines and expectations for admitting new students.
- Attend and actively participate in Student Support Meetings.

TEACHERS AND SUPPORT STAFF

- Support the recruitment, development and retention of a high-performing faculty.
- Create an environment where faculty receive specific and constructive feedback that allows them to grow and know how they are being evaluated.
- Serve as a mentor and instructional leader to support the professional growth and development of leadership capabilities of teachers so that instructional leadership becomes a shared responsibility.

PROGRAM

- Work closely with IB MYP and IB DP coordinators to oversee the Upper School's instructional programs and promote a culture of high achievement among faculty and students
- Provide leadership in the development of the school's assessment practices in support of and in conjunction with the faculty
- Gather and analyze validating information and data that determines the achievement of curriculum and instructional goals, and if student performance outcomes are being met

GENERAL RESPONSIBILITIES

- Ensure the Head of School is informed of all significant school affairs
- Collaborate and build strong relationships with academic and senior leadership teams across the whole school to ensure alignment and consistency of student learning experiences
- Support and drive initiatives in line with the school's strategic goals.
- Accept additional responsibilities as required from the Head of School



ABOUT US

OUR MISSION

Dwight Seoul provides an international education to the highest recognized academic standards. We are committed to finding and igniting the “spark of genius” in EVERY child.

OUR PILLARS

Personalized Learning

Dwight embraces the individuality of each learner as no two students are the same. We recognize and foster each student’s gifts and talents.

Community

Dwight’s community is a family of diverse individuals whose collective goal is to build a better world.

Global Vision

Dwight’s mission, vision and pillars extend globally across our network of schools and are supported by the IB ethos.



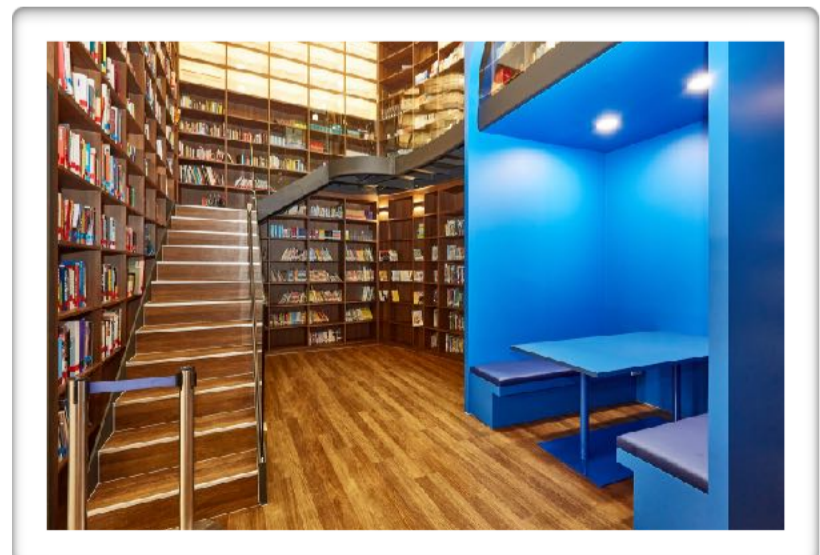
OUR SCHOOL & CURRICULUM

Celebrating its 12th Anniversary in 2023, Dwight Seoul is a place where positive energy pervades the corridors and a sense of wonder and discovery can be found in every classroom.

As the first authorized International Baccalaureate Continuum School in Seoul, our curriculum places importance on academic rigor, individualized study and community service - all designed to create thoughtful, culturally sensitive, reflective, principled risk-takers and world leaders. Along with the IB, Dwight Seoul is accredited by the New England Association of Schools and Colleges (NEASC) and the Council of International Schools (CIS).

We are a PS3 to Grade 12 school of approximately 500 students with 280 of those being Upper School students. This student body is truly diverse, representing over 40 different nationalities. Our students come from a wide range of countries, backgrounds and abilities. Dwight Seoul Quest Department provides programming for EAL learners as well as strategies and interventions to support students with specific learning needs.

The Dwight Seoul campus is a hub of activity offering activities for all areas of interest, during the day, after school and on weekends. The campus facilities include a 455-seat auditorium, full gym, fitness center and dance studio, along with a state-of-the-art Makerspace, and renovated music room to support our instrumental program.



ABOUT YOU

EXPERIENCE, SKILLS, AND ABILITIES

- Minimum 3 years experience in school administration; 5 years preferred
- Successful prior experience:
 - IB DP (required)
 - IB MYP (preferred)
- Previous teaching experience in middle and/or high school
- Skill in building effective partnerships with parents and the community
- Proven experience in mentoring teachers to improve their professional practice
- Ability to improve student culture and effectively manage student discipline
- Highly effective management skills and demonstrated team-building skills
- Proven experience in curriculum implementation
- Excellent interpersonal skills with key school stakeholders

QUALIFICATIONS

- Experience as a principal or assistant principal
- Master's Degree; in leadership or related field preferred
- Teacher certification required
- Principal certification preferred

COMPENSATION AND BENEFITS

The term of the position will be an initial 2-year contract (renewable).

The salary for the Upper School principal will be based on experience, commensurate with the responsibilities and is competitive. Other benefits include international medical insurance, annual flight allowance, housing and utilities.

APPLICATION PROCESS

Qualified candidates should complete the online application and upload the following documents on Dwight Seoul employment page linked [here](#).

- Brief letter of application stating reasons for your interest in the position.
- A current CV/resume. (not to exceed two pages)
- Statement of philosophy of education and educational leadership (not to exceed two pages).
- Reference page with the contact details of at least three references including your current supervisor.