



## Hangzhou International School Job Description

**TITLE: Upper School Vice-Principal & MYP Coordinator**

### **QUALIFICATIONS:**

- 10+ years teaching experience in grades 6-12
- Master's Degree in Educational Leadership, Administration, or Curriculum/Instruction (Candidates who will complete their degree program within a year are welcome to apply)
- Ability to learn new computer programs and apply current tools of technology
- 5+ years educational leadership experience (Assistant principal, athletics director, department chair, team leader, committee chair)
- 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 Board of Directors' Vision and ability to support the direction of the school in both words and action
- Willingness to take a leadership role in a student activity
- Experience teaching/leading IB MYP and/or DP

### **PREFERRED**

- Certification from host country in Educational Leadership and/or PTC International School Leadership certification
- Experience in an international school environment
- Experience in leading change
- Experience as vice-principal or other senior leadership position

### **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:** Upper School Principal

**SUPERVISES:** All faculty and staff as assigned by the Upper School Principal.

### **PRIMARY ROLE:**

Under the direction of the Upper School Principal, and as a member of the MYP pedagogical leadership team, the Upper School Vice-Principal will perform the role of MYP Coordinator as well as assisting with administrative responsibilities that increase the scope of support to students, teachers, and parents at the Upper School.

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

The Upper School Vice-Principal, alongside the Upper School Principal, will act as the pedagogical leader of the MYP in the school. The position holder will have a commitment to collaborative planning and is responsible for ensuring that pedagogical aspects are discussed, information is disseminated and the MYP is planned, taught and assessed collaboratively. The Upper School Vice-Principal is responsible for:

#### **MYP Coordination (Grades 6-10)**

- Liaise between the IBO and school
- Define the culture of MYP grade 6-10 levels (based on the IB learner profile)
- Plan and manage the processes of change necessary for developing the programme and its articulation
- Facilitate inquiry
- Coordinate professional development: workshops, conferences, school visits, induction; IB networks
- Plan and deliver in-house Professional Development sessions

- Support the IB authorization and evaluation processes
- Collect, analyze and use student assessment data as a means of identifying areas for student development and growth
- Recording, collating and archiving materials, including recording the MYP Community and Personal Projects
- The policy on assessment in the MYP
- Foster development of the learner profile attributes through the written, taught and assessed curriculum.
- Promotion of international-mindedness and understanding of different perspectives.
- Oversee the dissemination of information and processes pertaining to the MYP to teachers, parents, and students, including policy guidelines, timelines, internal assessment calendar, and progress/reporting.
- Ensure student and faculty registration is entered correctly on-time and assessment materials are transmitted before deadlines
- Oversee the planning and delivery of MYP Approaches to Teaching and Learning skills
- Monitoring and facilitating Action as Service opportunities
- Ensure effective communication and supervision of Community and Personal Project requirements
- Ensure adequate instructional time for all MYP subjects and requirements
- Coordinate and ensure planning and delivery of MYP interdisciplinary units
- Provide oversight and provision for and development of language pathways, mother tongue support, ESOL and Student Support in the Upper School

#### **OTHER ADMINISTRATIVE RESPONSIBILITIES**

- Works closely with the Admissions Department in order to facilitate the admission and placement of all students, and manage the transition of students from their previous school into HIS
- Acts as key leader in maintenance of appropriate Upper School student conduct and action/documentation corresponding to issues of student conduct
- Serves as administrator in charge of Upper School in the absence of the Upper School Principal.
- Works together with the Superintendent of Schools, Lower School Principal, and as a member of the Admin Team, and Support & Leadership Team, to promote a cohesive schoolwide educational program, campus safety, faculty support, and community building.
- Develops and monitors the daily school schedule and all staff duty schedules.
- Conducts staff evaluations in coordination with the Upper School Principal.
- Serves as an admin representative and liaison for PAFA with the school administration
- Supports all aspects of day-to-day management of Upper School, including supervision of students, maintenance requests, facilitation of major events (Parent Coffees, Conferences, Back to School Nights, Promotion Ceremonies).
- Assists in student data collection and analysis.
- Assists in the checking of reports
- Assists in student orientations and transitions to and from Upper School
- Acts as a resource to the community for ManageBac and other digital information systems.
- Schedules and facilitates administration of standardized testing (WIDA, NWEA, etc.)
- Serves as administrative representative on various task forces, school-wide initiatives.
- Assists the Superintendent of Schools and Principals in interpreting the school educational program to teachers, parents, and community
- Provides campus tours and program information to prospective families, as needed
- Acts as key leader in monitoring safe and clean learning environments
- Develops professional skills appropriate to job assignment.
- Demonstrates professional, ethical, and responsible behavior.
- Serves as a role model for all campus staff.
- Any other tasks assigned by Superintendent of Schools or Upper 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 Upper School Principal with input from the Superintendent of School 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.