



Principal, Hongqiao Early Childhood Education Campus Shanghai Community International School

The Opportunity:

Shanghai Community International School (SCIS) seeks an outstanding educational leader to serve as Principal of the Hongqiao Early Childhood Education Campus (HQ ECE Campus), beginning in July 2027.

Located in Changning, Shanghai, the HQ ECE Campus is a purpose-built Nursery through Grade 1 learning environment designed around the developmental, social, emotional, and academic needs of young learners. It is home to a highly skilled, collaborative team of international and national faculty and staff.

The next ECE Principal will sustain an exceptional educational program while strengthening the campus's profile, deepening community confidence, and positioning this distinctive learning environment for sustainable enrollment and growth. As a member of the SCIS School Leadership Team, the ECE Principal will also contribute to schoolwide priorities while serving as the educational, professional, and community leader of the campus.

The School:

In 2026–27, SCIS celebrates 30 years of educating students in Shanghai. Founded in 1996, SCIS is a private, not-for-profit, co-educational international school serving students from Nursery through Grade 12. Our community represents more than 65 nationalities across three campuses on both sides of the Huangpu River.

For three decades, SCIS has provided a student-centered, inquiry-based international education within a diverse and caring community. As we mark this milestone, we remain focused on the future: strengthening our programs, responding to the evolving needs of our community, and providing an exceptional educational experience for students and families.

ISCIS is fully accredited by the Western Association of Schools and Colleges (WASC), was one of the first international schools in Shanghai to be authorized as an International Baccalaureate (IB) Continuum World School, and is a member of EARCOS and ACAMIS.



ECE Principal

Required Qualifications:

- Successful experience as a Principal, Assistant Principal, or Head of Division.
- Five or more years of successful teaching experience, including significant experience with young learners.
- A deep understanding of child development and the developmental needs of Nursery through Grade 1 students.
- Extensive knowledge of and experience with the IB Primary Years Programme (PYP).
- Significant experience leading curriculum development, inclusive educational practice, and school improvement.
- Experience in teacher supervision, evaluation, coaching, and professional growth, and in the effective use of data to improve learning.

Preferred Qualifications:

- A Master's degree in Educational Leadership, or a Master's degree with additional qualifications in educational administration or leadership, such as principal or administrator certification.
- Training or experience in Reggio Emilia or other developmentally responsive approaches.
- Leadership experience in an international school setting.

Leadership Skills and Experience:

The successful candidate will:

- Value play, inquiry, relationships, and developmentally appropriate practice.
- Lead and develop a diverse team of international and national faculty and staff.
- Establish strong, trusting relationships with students, colleagues, and families, communicating with parents in a manner that balances professional credibility, sound judgment, clear expectations, empathy, and care.
- Exercise sound organizational judgment: prioritizing high-impact work, delegating effectively, and ensuring consistent follow-through.
- Understand the relationship between educational quality, family experience, community reputation, student retention, and enrollment.
- Demonstrate genuine intercultural understanding and appreciation for the culture and context of our host country.

Personal Attributes:

The successful candidate will be a visible, approachable, and relational leader who:

- Models the attributes of the IB Learner Profile and a commitment to lifelong learning.
- Leads with warmth, empathy, integrity, and professional confidence, demonstrating the judgment and courage to make and communicate difficult decisions.
- Brings a positive, solutions-oriented approach, initiative, creativity, and resilience.
- Builds trust across culturally and professionally diverse teams.
- Demonstrates a deep commitment to belonging, wellbeing, and the developmental needs of young children.
- Serves comfortably as an active ambassador for the HQ ECE Campus with current and prospective families.

REPORTS TO: Director of Schools

SUPERVISES: Faculty and staff assigned to the HQ ECE Campus



THE LEADERSHIP MANDATE

Teaching, Learning and Student Growth

- Provide instructional leadership for the Nursery through Grade 1 program, ensuring developmentally appropriate, inquiry-based, student-centered learning.
- Ensure curriculum, instruction, and assessment align with the IB PYP philosophy and standards, as well as SCIS expectations
- Maintain high expectations for teaching and learning while responding to individual student needs through inclusive practice.
- Use student work, performance information, and other relevant data to guide continuous improvement and differentiated support.
- Facilitate collaborative professional dialogue on student learning, curriculum, assessment, and effective practice.

Faculty Leadership and Professional Growth

- Build a professional culture characterized by collaboration, high expectations, trust, reflection, and continuous improvement.
- Supervise and evaluate faculty through regular observation, professional dialogue, and timely, actionable feedback.
- Provide effective coaching and support, and address performance concerns clearly, fairly, and promptly.
- Lead the SCIS professional growth and evaluation process at the campus and provide professional learning aligned with strategic priorities and faculty needs.
- Recruit, develop, and retain outstanding faculty and staff, and build leadership capacity within the ECE team.



Community and Family Engagement

- Foster a strong sense of community, belonging, and school spirit.
- Build trusting, respectful, and responsive relationships with students and families.
- Ensure families feel welcomed, heard, and connected to their child's learning and the life of the school.
- Communicate proactively, consistently, and sensitively with families, addressing concerns with empathy, clarity, and professional confidence while building trust in the school's decisions and educational practices.
- Maintain a highly visible and approachable presence on campus.
- Promote student wellbeing, positive relationships, intercultural understanding, and developmentally appropriate approaches to behavior.

Enrollment, Profile and Campus Growth

- Serve as a compelling advocate for the HQ ECE Campus and articulate the distinctive strengths of its program.
- Partner with Admissions, Marketing, and school leadership to support recruitment, admission, retention, and strategic enrollment goals.
- Build authentic relationships with prospective families through campus visits, admissions events, and other opportunities to experience the program.
- Strengthen relationships with current families and the wider Shanghai community to build advocacy, reputation, and awareness.
- Use enrollment patterns, family feedback, and relevant data to inform program development and strategic priorities.
- Support the sustainable growth of the campus while protecting the quality, intimacy, and character of the ECE experience.

LEADING THE CAMPUS

Campus Leadership and Operations

The ECE Principal will:

- Ensure effective systems and structures support student learning and the smooth daily functioning of the campus.
- Develop and manage the divisional budget and resources in response to program priorities, enrollment, staffing, and campus needs.
- Collaborate with operational teams to maintain a safe, welcoming, and effective learning environment.
- Maintain a proactive culture of child safeguarding, ensuring effective supervision, clear procedures, and consistent accountability for student safety and wellbeing from arrival and handover through to dismissal and release to authorized caregivers.
- Contribute actively to SCIS strategic priorities and the work of the School Leadership Team.

Salary and Benefits:

Salary is competitive and commensurate with qualifications and experience. The SCIS leadership package includes housing, airfare allowance, health insurance, retirement contribution, professional development support, and tuition benefits for eligible school-age dependents.

Application Process:

Applications should be addressed to the Director of Schools and submitted electronically to **teach@scis-china.org** with the **subject line: ECE Principal Application: [Applicant Name]**.

Applications must include:

- A cover letter outlining the candidate's interest in and suitability for the position.
- A résumé or CV, not to exceed two pages.
- A statement of educational philosophy addressing learning, young learners, and leadership.
- At least three professional references, with names, positions, and current email addresses. One reference must be the Director or Head of School of the candidate's current school.

Application Deadline: December 1, 2026

Early applications are encouraged. SCIS reserves the right to make an appointment before the stated deadline.

OUR COMMITMENT

SCIS believes every employee contributes significantly to the success of the school, and that this contribution extends beyond any single job description. Responsibilities may include duties beyond those listed above.

SCIS is an equal opportunity employer committed to an inclusive environment for all employees and students. We uphold the highest standards of child protection, and all successful candidates must complete comprehensive safeguarding checks.