



Shanghai Community International School

Our Mission:

To develop **inquiring, knowledgeable**
and **caring** learners who **contribute**
positively to their **communities**.

Job Description

TITLE:

ECE Principal

REPORT TO / EVALUATED BY:

Director of Schools

SCHOOL DESCRIPTION:

Founded in 1996, SCIS is a private, not-for-profit co-educational institution with over 1,500 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) and a proud member of the East Asian Regional Conference of Schools (EARCOS) and the Association of Chinese and Mongolian International Schools (ACAMIS). SCIS was one of the first international schools in Shanghai to become fully authorized as an International Baccalaureate (IB) Continuum World School.

POSITION SUMMARY:

In partnership with the Director of Schools, the Early Childhood Education (ECE) Principal is responsible for advancing the school's mission and vision, supporting divisional and all-school goals, and overseeing the day-to-day operations of the ECE Division (Nursery through Grade 1). As an instructional leader, the ECE Principal fosters a collaborative professional culture that prioritizes student learning and effective teaching. Working closely with ECE faculty, the Lower and Upper School Principals, and system administrators, the ECE Principal ensures a nurturing and inclusive environment for young learners and their families, while monitoring student growth and wellbeing. The ECE Principal also plays a vital role in maintaining orderly operations and in cultivating strong relationships across the school community.

QUALIFICATIONS AND EXPERIENCE:

- Master's degree in educational leadership or master's degree with additional qualifications in administration/leadership preferred.
- Experience and understanding of educational best practices, including those related to inclusive settings (learning support, English language acquisition, etc.).
- Educational leadership experience (Principal, Assistant Principal, etc.).
- Experience as a principal in an organization of similar size and complexity to SCIS.
- Extensive knowledge of the IB Primary Years Programme.
- Five or more years of highly successful experience as a teacher.
- Significant experience in leading curriculum development initiatives.
- Experience in leading and facilitating organizational and management systems such as schedules (for Parent Conferences, class schedules, bus schedules etc.).
- Experience in effective teacher supervision, evaluation, and mentoring.



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SKILLS / ATTRIBUTES:

- Demonstrates effective and visionary leadership within an international school setting.
- Strong experience with child development, curriculum, pedagogy, and assessment of best practices, with training or experience in the IB Primary Years Programme (PYP) and/or Reggio Emilia.
- Communicates clearly and effectively, building strong collaborative relationships with students, parents, and staff.
- Promotes a culture of academic excellence, collaboration, continuous improvement, and professional growth.
- Engages with current evidence-based research and practices, and professional development opportunities in early years and elementary teaching, learning, and curriculum.
- Models intercultural understanding, humility, humor, and a positive, proactive attitude
- Leverages multiple sources of data to inform school improvement goals, teacher performance, and student support plans.
- Effectively prioritizes goals and tasks, avoiding time-wasting activities and ensuring follow-through on long- and short-term initiatives.

MAJOR RESPONSIBILITIES AND DUTIES:

The ECE Principal will work closely with the Deputy Director of Schools and the School Leadership team in the following key areas:

Student Achievement

- Use student work and performance data to drive continuous refinement of instruction.
- Facilitate regular teacher team meetings focused on student learning and differentiated support.
- Promote a results-driven approach by ensuring data-informed expectations and practices across grade levels.

Priority Management

- Manage time effectively with systems for year-long planning and daily execution of high-leverage work.
- Build strong teams and collegiality by fostering a positive, collaborative, and inclusive school culture.
- Solicit, respond to, and incorporate feedback from all stakeholders (students, parents, faculty) in a way that builds trust and clarity.
- Delegate responsibility to key leaders, ensuring accountability and follow-through.

Curriculum and Data

- Ensure all curriculum is aligned with IB PYP standards and philosophy.
- Lead initiatives that embed international-mindedness into instructional practices.
- Facilitate the design and implementation of common assessments and curriculum moderation
- Monitors data in several key areas and uses it to inform efforts to meet the needs of individual students.



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Talent Development

- Implement and lead effective recruitment, hiring, and retention strategies to build and maintain a highly qualified, diverse, and high-performing staff aligned with the school's vision and goals.
- Oversee and adhere to the professional growth and evaluation cycle for teaching staff, utilizing classroom observations and timely, actionable feedback with the aim of improving teaching and learning.
- Develop and implement professional development aligned with strategic goals and teacher needs.
- Promote a culture of growth by supporting staff in setting, reviewing, and achieving meaningful professional learning goals.
- Maintain high expectations for instructional quality and address performance gaps with support and improvement strategies.

Community Engagement

- Promote inclusive practices, intercultural understanding, and strong relationships with students and families, grounded in respect and empathy.
- Lead the development of consistent behavior expectations and restorative practices.
- Ensure teachers engage families in learning expectations and partner meaningfully with the school.
- Support student well-being and access to appropriate interventions and resources.
- Ensure parents feel welcome, listened to, and involved in the school community.

Management and Professionalism

- Skillfully manage divisional budgets, ensuring alignment with school priorities and student achievement.
- Coordinates with facilities and operations to maintain a safe, welcoming, and effective learning environment.
- Ensure transparency in decisions, adherence to school policies, and communication to strengthen trust and morale.
- Collaborate with the admissions and marketing teams to support the recruitment, admission, and retention of mission-appropriate students, ensuring alignment with school values and strategic enrollment goals.
- Use the school's Mission and Strategic Plan to guide improvement initiatives.

BEYOND THE JOB DESCRIPTION:

SCIS believes that each employee makes a significant contribution to our success. That contribution should not be limited to the assigned responsibilities.

SCIS is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and students. We uphold the highest standards of child protection and require all successful candidates to undergo comprehensive safeguarding checks.