



THE AMERICAN INTERNATIONAL SCHOOL OF GUANGZHOU

Guangzhou, China

Seeks: Director of Teaching and Learning (Secondary)

Effective: July 2017

Application Deadline: November 12, 2016

The American International School of Guangzhou (AISG) has been an educational leader in southern China and Asia for 35 years, and each year we have even more to celebrate. AISG began in 1981 as the American School of Guangzhou. At that time, the school served the children of the American Consulate and was located in the Dong Fang Hotel. Eventually students from other nations were enrolled. As more space was needed, the school moved to the Garden Hotel in 1985. In 1994 AISG moved into a purpose-built school building in the Greenery, a housing estate. In 2002 AISG moved to a new campus on ErSha Island. In 2007, as enrollment continued to grow, the new Science Park campus opened for the Middle and High School. The Elementary School continues to be located on the ErSha Island Campus.



AISG is an independent coeducational day school offering a full educational program from Preschool to grade 12, divided between Preschool, Elementary School (Kindergarten to Grade 5), Middle School (Grades 6 to 8) and High School (Grades 9 to 12). AISG is fully accredited by WASC and offers International Baccalaureate Primary Years and Diploma Programmes (PYP and DP, respectively).



The school currently has 102 faculty members. The 180-day academic year comprises two semesters, from mid-August to early June. As of September 2016, AISG's enrollment was 1,007, and the Secondary School enrolls 519 students, Grade 6 to Grade 12. The current student body represents approximately forty nationalities. Classes range in size from 15 to 24 students in the Elementary School and from 12 to 24 students in the Middle and High Schools. Mandarin as a Second Language is offered at all grade levels, and French and Spanish language options begin in Grade 6.



AISG offers the opportunity for qualified teachers and administrators to work in a supportive, professional, and international setting while experiencing the excitement of living in urban Asia in one of the world's fastest developing areas.

LOCATION

Guangzhou, historically known as *Canton*, is a modern, dynamic Asian city, capturing the heart of Cantonese culture. While all modern amenities exist within the city, it also affords opportunities to explore fascinating backstreets and discover the "real Canton". It is the third largest city in China and the largest in South China (population approximately 12 million). It is located in Guangdong Province and is the heart of the political, economic, sci-tech, and educational and cultural scene in the province. Hong Kong is just over the border, accessible by a two-hour train trip. Guangzhou is a great travel hub for exploring South-East Asia. Guangzhou's Baiyun International Airport has direct flights to Europe, North America, as well as to cities throughout Asia.

MISSION

Revised in 2008, the school mission guides all decisions made at AISG, from classroom to Boardroom:
"Nurturing Students to Aspire and Achieve"

Mission Action Statements, established in 2008, are what the entire faculty and staff of AISG commit to doing in support of the Mission:

Nurture

- We will cultivate the mind, spirit and body.
- We will support the needs of all members of our community.
- We will ensure that our community is inclusive and compassionate.

Aspire

- We will foster enthusiasm for learning.
- We will strive toward our goals with vision and commitment.
- We will challenge ourselves to imagine and create.

Achieve

- We will define and attain excellence both individually and collectively.
- We will guide one another in the process of attaining success.
- We will celebrate our diverse successes and accomplishments.



The Core Beliefs, established 2008, are what the entire faculty and staff of AISG believe to be true:

We believe...

- every student has the right to learn in a secure, healthy and positive environment
- every individual has intrinsic worth and should be respected
- learning is a life-long process
- students, parents, teachers and the entire school community share responsibility for learning
- in the value of open and honest communication

The Expected School wide Learning Results "ESLRs" were revised in 2013. In addition to meeting the curricular standards (subject area knowledge, skills and understandings), and in keeping with the school's Mission, AISG students are expected to:

- Standard 1: Learn with Enthusiasm, Self-Direction and Perseverance
- Standard 2: Communicate and Collaborate Effectively
- Standard 3: Think Critically and Creatively to Solve Problems
- Standard 4: Demonstrate Global Understanding and Citizenship



SCHOOL GOVERNANCE

A seven-member Board of Governors governs AISG. Four are elected by parents and three are appointed: one by the American Consul General, one by the other Consul Generals residing in Guangzhou and one from corporations represented at the school. Elections are held in May. The Board operates using three standing committees: Finance Committee, Building Committee and Governance & Audit Committee. Ad hoc committees are convened to address specific board issues.

The AISG Board of Governors has been authorized by the Articles of Association and the By-Laws to govern the school. The main functions of the Board are to hire a Director to oversee the day-to-day running of the school, create, approve and maintain policy, and see that the school is adequately financed to carry out its stated mission and objectives.

ACCREDITATION

The Western Association of Schools and Colleges (WASC), an American accrediting agency governing California and international schools in the Pacific Rim, accredits AISG. AISG is registered with the People's Republic of China as a School for Foreign Children. AISG is a member of the Council for International Schools, the Association of China and Mongolia International Schools, and the East Asian Regional Council of Schools. AISG is authorized to present the Primary Years Programme and the Diploma Programme of the International Baccalaureate Organization.

THE Secondary SCHOOL

There are 60 full time Secondary School faculty. Faculty shares the responsibilities for a dynamic After School Activity and Athletics program.

COMPREHENSIVE FEES

AISG's current comprehensive fee (tuition and capital fee) ranges from 9,450 USD per semester for Preschool to 17,150 USD per semester for High School. Children of faculty members who satisfy admission requirements may attend the school at no cost.



TECHNOLOGY

The following are used regularly by AISG administration and teachers:

- Apple hardware and software;
- Moodle Course Management;
- ATLAS Rubicon Curriculum Management;
- Follett's Aspen Student Information System;
- Microsoft Office 365 including OneNote;
- WordPress blogging platform to support regular communication with faculty, staff and parents as well as digital portfolios.
- Grade 6 – 12 1:1 Macbook program
- Coding linked to problem solving and innovation



THE POSITION

The Director of Teaching and Learning (DTL) works closely with school administrators, program coordinators, team leaders, and classroom teachers to coordinate, lead, and ensure effective curriculum planning and recording; and to identify and address professional development needs. The DTL moves beyond advocacy to provide active and dynamic leadership and support for all areas of teaching and learning.

There are two DTL positions in the school. Both positions carry the primary focus of school-wide articulation and cohesion, while one includes responsibility for Primary Years Program in Elementary, and the other carries responsibility for Middle and High School. Close collaboration between the two positions is essential. The DTL (Secondary) reports to and works with the Middle School and High School Principals and the Middle/High School Assistant Principal.

The role of the DTL is separate and apart from the evaluative role of the principal. The DTL advocates for, facilitates, and supports the work of the teacher, but never performs supervision or evaluation.

The DTL has overall responsibility for:

1. Documentation & Resource Management

- Oversee the regular updating and maintenance of curricular documentation on Atlas Rubicon.
- Assist the Principals and DRT/PYP in determining the most appropriate curricular resources that support best practice in planning, teaching and assessment.
- Support the development and implementation of WASC action plans throughout the year and support the communicate progress with WASC at the end of each school year.
- Prepare, submit and communicate with the IBO, documentation required for the PYP evaluation and reauthorization.
- Collaborate with teachers in locating appropriate key resources (inclusive of Information Technology) as they connect to the curriculum.

2. Communication & Meetings

- Attend weekly school-wide administrative meetings that focus on learning, Grade Level, and Department meetings,
- Meet weekly with the principals and assistant principal to plan for faculty professional development and be prepared to lead meetings that are related to curricular planning, instructional delivery and/or assessment.
- Collaborate with Principals on the development of monthly parent coffee mornings.
- Facilitate weekly grade level team and/or department meetings, during which time teachers will collaborate on unit plans and in reaching shared understandings.
- Ensure units are aligned to standards and being taught through a trans-disciplinary inquiry-based approach
- Conduct weekly co-planning meetings, if necessary, to assist teams or individuals in developing and documenting units.
- Guide teachers when assessing and analyzing student work (both formative and summative) in order to identify trends, assist with planning for differentiated instruction, and determine the extent to which learning outcomes are met.



3. Professional Development

- Provide an induction to all relevant curricular areas for teachers new to AISG.
- In consultation with administration, identify areas for PD, and plan internal and external workshops accordingly.
- Communicate relevant professional development opportunities for staff
- Assist teachers as they register for PD, if necessary

4. Curriculum

- Ensure all units are aligned to the AISG standards (as listed in Atlas Rubicon) and documented on Atlas Rubicon.
- Collaborate with teachers to develop meaningful and authentic pre-assessments, formative assessments and summative assessments for all units.
- Assist teachers with the creation of assessment rubrics or other tools used in order to assess and track student growth and progress.
- Provide guidance for teachers in understanding the UBD framework.
- Assist with the tracking, documentation and interpretation of Middle and High School data including but not limited to: Fountas and Pinnell Benchmark Assessments, MAP testing, report card results, and other relevant student assessments that can be tracked over time.

5. Coaching & Leadership:

- Collaborate with teachers in their classroom in order to support and strengthen their understanding of UBD and inquiry approaches to learning. For example, this can be done through in-class coaching and/or team teaching.
- Support and mentor new teachers in the classroom, as needed.
- Provide opportunities for teachers to observe one another in practice.
- Provide ongoing encouragement and support to all teachers surrounding the implementation of best practice in instructional planning, delivery and assessment across all subject areas and departments.
- Provide support for the implementation of the PLC@Work framework throughout the school.

Salary and Benefits

Salary and benefits are competitive for the region.



APPLICATION PROCEDURE

Application Deadline: November 12, 2016

AISG has retained Dr. Beth Pfannl, Vice President of Administrative Searches with International Schools Services (ISS), to serve as lead consultant for the new Head search. He will be assisted by the ISS staff. *Candidates are asked to submit their letter of interest to Dr. Pfannl as the first step in the application process.*

All candidates who wish to apply for the position must establish a professional file with ISS to facilitate the application process and ensure that credentials are provided in a uniform and consistent manner. Since AISG has requested ISS to assist with this search, applicants for this specific position do not need to pay a fee to originate or reactivate their professional file.

Current ISS candidates: Send a formal letter of interest specific to this position in PDF format to Dr. Beth Pfannl, Vice President of Administrative Searches, ISS (bpfannl@iss.edu).

Not an active candidate? Follow the steps below:

- 1) **Send a formal letter of interest** specific to this position in **PDF format** to Dr. Beth Pfannl (bpfannl@iss.edu).
- 2) **Create or update your ISS file**
 - New candidates – <https://www.iss.edu/recruitment/candidate/new-user>
 - Returning candidates - <https://www.iss.edu/recruitment/user/login>

***Please email Dana Zarrello, administrative candidate assistant, for assistance: dzarrello@iss.edu.*
- 3) **Complete online ISS application.** When you reach the Payment Page, find the field labeled “Coupon Code” and type in **AISG2016** to waive your membership fee.

Your application will be reviewed by the ISS team to make sure all the necessary information is present. This process can take several days, depending on the time of year.

- 4) **Begin to build your professional dossier.** Upload supporting documents (certifications, educational philosophy, current resume, and open letters of reference) through your ISS candidate dashboard.
- 5) **File Activation.** Once your confidential reference forms have been received and your file is “active” your file will be made available to Dr. Pfannl and the search committee.

The application deadline is *November 12, 2016*. Finalists’ interviews will be conducted initially via Skype and in person as appropriate.

Please note: ISS reserves the right to close the selection process at any time if the right candidate is found.