



American International School of Guangzhou

廣州美國人國際學校

THE AMERICAN INTERNATIONAL SCHOOL OF GUANGZHOU

Guangzhou, China

Seeks: Elementary School Principal

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 Elementary School enrolls 488 students, Preschool 3 through Grade 5. 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.

Ersha Island Campus (Preschool-Grade 5)
3 Yan Yu Street South, Ersha Island, Yexiu District, Guangzhou, China, 510105
广州市越秀区二沙岛烟雨南街3号
T: (8620) 8735 3392, 8735 3393 F: (8620) 8735 3339

Science Park Ccampus (Grade 6-12)
19 Kexiang Road, Science Park, Luogang District, Guangzhou, China, 510105
广州市萝岗区科翔路19号
T: (8620) 3213 5555 F: (8620) 3208 6477

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 ELEMENTARY SCHOOL

There are 42 full time Elementary 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 3 – 5 1:1 iPad program
- Coding linked to problem solving and innovation



THE POSITION

The Elementary School Principal is the educational/learning leader, engaging the Elementary School faculty in a collaborative focus on student learning, and bringing our mission statement to life in the Elementary School.

The Principal is part of a school-wide leadership team, jointly responsible for the development and implementation of consistent systems to promote articulated data-driven student learning throughout the school. The Principal is responsible for a safe, secure, nurturing learning environment; implementation of a guaranteed viable written curriculum; and fulfillment of school-wide and divisional goals.

Additionally, the ES Principal is involved in the following:

- coordination of the collection and use of data and evidence to inform instruction;
- evaluation of instruction and provision of instructional leadership;
- supervision and evaluation of support staff;
- supervise Elementary School programs;
- allocation of time for instruction and co-curricular activities;
- oversight of student support services;
- promote student life, and maintain a positive sense of discipline and behavior;
- maintain a safe, positive, vibrant climate for learning;
- assist the director in the recruitment of faculty;
- oversight of student transitions into and from AISG, including admissions;
- coordinate with Business Manager on development of budgets, ordering processes, recommendations for maintenance and facility improvement, etc.;
- contribute to the accreditation cycle in the development and implementation of relevant action plans for school and divisional improvement;
- coordinate closely with other AISG principals to ensure a well-articulated set of experiences for AISG students;
- communicate with the internal and external school communities, including activities, publications, etc.;
- provide oversight for general Elementary School operations.

This is an exciting opportunity for a Principal to contribute very significantly to the long-term development of AISG's Elementary School program. The next Elementary School Principal will inherit a division of positive, collaborative teachers as well as a happy, diligent and engaged student body and a supportive parent group.

The candidate must embrace the ethos of distributed leadership and demonstrate a leadership style that actively engages faculty in problem solving and collaboration for school improvement. With many of the essential, practical foundations in place, attention is increasingly focused on student learning. We are exploring the framework of PLC@Work to further this goal. We seek a Principal who will consistently attend to building a community in our multi-cultural setting.

As enrolment in ES continues to grow, plans are in place to relocate part of the ES student body from Er Sha Campus to Science Park Campus. The campus redesign process aims to ensure age appropriate, state of the art facilities on both ErSha Campus and Science Park Campus.



Desired Qualities / Characteristics:

- Genuine enjoyment of working with elementary school aged students (3 to 10 years);
- Ability to contribute to the overall sense of community in the school through positivity, optimism, and professionalism;
- A sense of humor and the desire to have fun at work;
- Be visible, approachable, and active amongst students, in classrooms, and as a member of the school team and the administrative team;
- Model the skills of an effective collaborator, within and across divisions, and build consensus around key initiatives and shared goals;
- Model the skills of an effective, proactive communicator and actively listen to others;
- Seek input in decision making, while being decisive when necessary;
- Ability to bridge cultural differences to continue to nurture a strong school community of faculty, students and parents;
- Demonstrate an open, transparent, and flexible approach;
- Actively encourage teacher leadership, delegating responsibility where appropriate, and finding ways to share challenges and problem solving with faculty;
- Proactively support continuous professional development for teachers while allowing them to focus on areas of growth / professional interest;
- Ability to differentiate ways of dealing with teachers and staff, as appropriate to differing work style preferences;
- Provide timely feedback to teachers in support of their professional growth and the evaluation process;
- Willingness to participate in and encourage extracurricular activities;
- Model the use of effective teaching strategies in working with others.

Preferred Qualifications and Experiences:

- A Master's degree or similar in educational administration / leadership and administrative certification;
- Minimum of five years' leadership experience, preferably as an Elementary School Principal in a well-established, accredited international school overseas;
- Experience in dealing with a transient population;
- Evidence of the use of relevant, current research to inform practices, accomplishments, and/or achievements at the school;
- Substantial teaching experience, with at least two years at the elementary school level;
- Understands the demands of a 1:1 iPad program, integration of ISTE technology standards, and current uses of and range of school's technology ecosystem;
- Demonstrated ability and willingness to actively integrate technology into the learning process;
- Experience with IBO Primary Years Programme and Standards-based grading and reporting;
- Experience with developing and managing divisional budgets;
- Demonstrated sensitivity to cultural differences, with preferred experience in an Asian setting where English is a second (or other) language among many students and parents;
- Experience with using data to inform student learning;
- Sensitivity in managing school improvement processes and change, including the building of stakeholder support for improvement and change and setting realistic timelines and professional learning plans that are sensitive to the need for a healthy work-life balance;
- Experience with handling admissions and referrals to a student support team.



American International School of Guangzhou

廣州美國人國際學校

Given the focus provided by school-wide and divisional initiatives, the future will see the Elementary School faculty needing to address the following key topics:

- ongoing research and implementation of "best practices" in education such as differentiated instruction, use of learning data to inform instruction
- knowledge of the workshop model for reading, writing, and math
- Facilities development in line with the overall plans of AISG

Salary and Benefits

Salary and benefits are competitive for the region.

APPLICATION PROCEDURE

All candidates who wish to apply for the position are requested to 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 position do not need to pay a fee to originate or reactivate their professional file.

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

Not an active candidate? Follow the steps below:

- 1) **Send a formal letter of interest** (cover letter) 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 registrar, 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.

***Applicants are asked to submit their letter of interest and complete all necessary application steps as early as possible, as ISS and AISG reserve the right to close the selection process at any time if an ideal candidate is found.*