



Administrative Search Announcement

ELEMENTARY SCHOOL PRINCIPAL

NCIC-Immersion School

Shenzhen, China

January 29, 2018

Overview of School

The NCIC-Immersion School is an independent division out of the Nanshan Chinese International College, which opened in 2016. Located inside the campus of one of the top independent schools in the city, the school began with Kindergarten to Grade 2 lower elementary program in its founding year adding new grade levels each year with the aim of providing a Kindergarten through Grade 8 program. NCIC-Immersion uses a standard-based curriculum, adopting the Common Core States Standards for its framework. The school promotes a dual language immersion model based on current language research and is committed to action research as part of the World Language Initiative for English as an Additional Language.



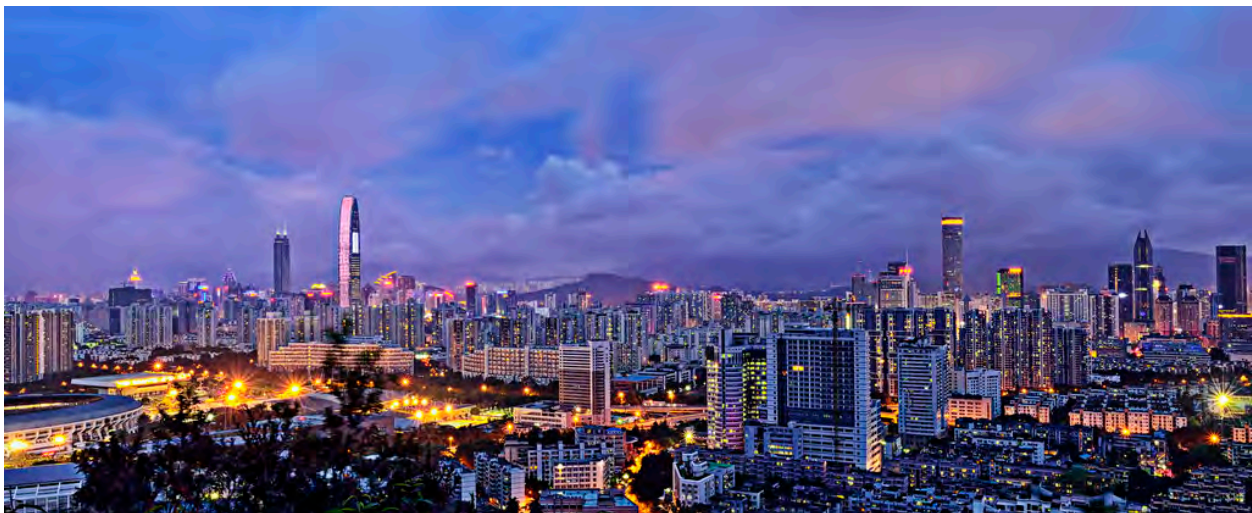
Mission



NCIC-Immersion provides a holistic education that balances social, emotional, academic and physical success through a challenging and progressive learner-centered program, nurturing our learners to become skilled **N**egotiators, **C**ollaborators, **I**nquirers, and **C**omplex Thinkers in a changing world.

Location

Shenzhen is a major city in the Guangdong Province, China, located in the Pearl River Delta. Situated immediately north of Hong Kong Special Administrative Region, the area was China's first Special Economic Zone instituted in late 1979 as a result of the policy for reform and opening. Shenzhen was one of the fastest growing cities in the world during the 1990s and 2000s. Current metropolitan area population is over 18 million. The city is a major financial center in southern China, and is dubbed as China's Silicon Valley due to its high concentration of technology companies. The newly established Guangdong Pilot Free Trade Zone - Shenzhen Qian Hai area is intended to deepen liberation of trade services between Guangdong, Hong Kong and Macau, and to streamline foreign investment and cooperation. In the decade to come, Shenzhen will continue to see growth and development.



Our Learning Culture

We work to build capacity for learning in three main areas. Building capacity in conceptual learning: thinking in terms of big ideas and the relationships among them. Building capacity for competency learning: acquiring and improving on the key skills necessary for success. Building capacity for character learning: developing a positive moral identity as an expert in the business of being human.

We believe this capacity building will lead to our students becoming lifelong...

Negotiators who

- Draw conclusions after thoughtful evaluation
- Address complex issues and resolve conflicts
- Evaluate and choose appropriate responses to new situations

Collaborators who

- Ask questions to improve critical and creative thinking
- Assess diverse points of view
- Express clear thoughts and intentions

Inquirers who

- Reflect on their own action and practice
- Pose questions from learning
- Seek answers independently



Complex Thinkers who

- Learn from observation
- Examine cause and effect
- Construct support and solution to problems and invention

Position Overview

NCIC-Immersion is looking for a highly collaborative individual to ensure the implementation and further development of a high quality dual language immersion program by:

- Providing and supporting appropriate professional development plans for high quality teaching and curriculum development.
- Supporting and monitoring the ongoing teaching, learning, and curriculum development practices school-wide.

- Taking a lead role in the continued development of a strong learning culture based on shared learning principles and a common learning language
- Regularly communicate and model the school's mission and beliefs to the school community and promote a visible partnership between the school and home.

The Elementary School Principal reports to the Director on all issues concerning the ES program, implements policies as set by Director and Board, and makes recommendations for policies and/or procedural changes. The Principal will directly supervise all aspects of the Elementary (Grades K-5) including curriculum, policies, procedures, student-parent services, admissions, staffing, evaluation and general administration.

Preferred Qualifications and Qualities

- Valid Teaching License
- Minimum MA degree in Educational field
- Minimum of five (5) years of successful classroom teaching experience
- Depth of knowledge and experience in school administration & teaching
- Demonstrated interest or successful experience in leadership roles
- Well versed in standards based curriculum design and reporting
- Strong interpersonal and cross-cultural communication skills
- Open-minded, approachable, energetic, organized, and efficient
- Student focused



Essential Duties and Responsibilities

Specific tasks include but are not exclusive to the following:

- Together with the Leadership Team; plan, supervise, operate, and evaluate the implementation of our educational programs

- Together with the Leadership team, Design in-service activities and professional development
- Provide organized, individual and/or group learning opportunities for teachers as needed.
- Provide support in analyzing student assessment data.
- Assist teachers with instructional decisions based on assessment data.
- Provide feedback and support for classroom management strategies
- Provide assistance in researching instructional and/or curriculum issues
- Lead teachers in aligning their teaching with appropriate standard curriculum and assessments
- Guide grade level teams in standards based grading and reporting and proofread quarterly report cards
- Plan for, support, and monitor a smooth transition between grade levels

Community Relations

- Contribute to monthly and weekly school publications
- Communicate school's mission to the community and encourage parent involvement
- Attend meetings with the school Parent Volunteer Association
- As needed, conduct workshops with parents



School Organization/ Operations

- Supervise curriculum archival and Report generation in conjunction with the Leadership Team
- Coordinate the review adoption and purchasing of resources, textbooks, and other instructional materials.
- Assist the Director with the accreditation process
- Assist the Director in interviewing, selecting, and orienting new staff
- Assist the Director with observing employee performance, recording observations and serving as second appraiser for designated teacher appraisal system
- Supervise operations in Director's absence



- Assist in planning daily activities by participating in the development of class schedules, teacher assignments, and extracurricular activities
- Oversee after school activities and school clubs
- Assist with safety inspections and safety-drill practice activities
- Contribute to revisions of student and staff handbooks
- All other duties as assigned by Director

Application Instructions

Effective Date: August 2018

Deadline: January 29, 2018

ISS Vice President for Administrative Searches, Dr. Beth Pfannl, will serve as the lead consultant for the NCIC-Immersion School Elementary School Principal search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is January 29, 2017, however, ISS reserves the right to conclude the search at any point in the process when a successful candidate is identified.

Semifinalist candidates will be identified by ISS and their dossiers will be forwarded to the Search Committee. All candidates for this position must have a current ISS profile to ensure that credentials are provided in a uniform and consistent manner. There is no fee associated with this application.

Steps to apply: Follow the instructions below to create your quick ISS administrative profile

Current ISS candidates:

- 1) Write a formal letter of interest no longer than two pages, explaining your strengths as a candidate and why you are interested in this particular position.
- 2) Attach your updated CV
- 3) Save your letter and CV in PDF format
- 4) Submit via email to Dr. Beth Pfannl (bpfannl@iss.edu) and copy Ashley Wotowey (awotowey@iss.edu).
- 5) Upon receipt of your letter, you will be recorded as a candidate and your ISS file will be sent to Dr. Pfannl

New & Returning ISS candidates:

- 1) Complete the steps above to submit your formal letter of interest and CV
- 2) Await application instructions via email

ALL Candidates:

This search requires that (at minimum) the following materials be uploaded to your ISS online portfolio: Educational Philosophy/Leadership Style and Current CV/Resume (under 2 pages).

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



NANSHAN CHINESE
INTERNATIONAL COLLEGE
IMMERSION SCHOOL

深圳市南山中英文学校 美式国际部