



INTERNATIONAL SCHOOLS SERVICES

Making a world of difference

ISS Administrative Search Announcement
Director of Teaching and Learning 2018
Nansha College Preparatory Academy
Guangzhou, China
Application Deadline: November 1, 2017



Overview of School

NCPA is a privately-owned school that opened in 2012. The school was founded as the first project of a joint venture partnership between a former educator and successful operator of British- and Chinese-curriculum schools and the non-profit, International Schools Service (ISS) of Princeton, New Jersey. The impetus for NCPA was to provide a holistic and well-rounded curriculum for students who aspire to higher education in North America and other English-speaking settings. The school is unique in China because its faculty and administration are all foreign nationals delivering a full, US-accredited curriculum.

Mission

NCPA is a learning community that empowers students to achieve academic and social excellence. NCPA offers a college preparatory program that supports students in becoming independent and collaborative learners through active observation, research, negotiation, evaluation and planning. We believe success is defined by strong character based on self-discipline, responsibility, integrity and respect for differences.



Core Beliefs

At NCPA, we believe that:

1. Family is the primary influence on an individual's development and learning.
2. Honesty, trust and respect are essential in successful relationships.
3. Individuals are responsible for their choices and actions to themselves, to society and to the environment.
4. A supportive, positive partnership involving members of the school, the families, and the community fosters the highest levels of achievement.
5. All students can learn when the expectations and a nurturing, safe learning environment are provided.

6. Meaningful learning is enhanced through active involvement in the learning process.
7. Development of independence, collaboration, and critical thinking skills is fundamental to quality education.
8. Development of an understanding, appreciation and respect for diversity is vital in a global community.
9. Establishing goals and setting priorities are prerequisite to successful learning.
10. Cooperation and collaboration are essential to an individual's success in a diverse society.
11. Active involvement in community service is a critical component in developing responsible, caring students.
12. Learning is a life-long activity.

Community Description

The school is situated in a suburb of the city of Guangzhou in southern China at the mouth of the Pearl River. Nansha lies equidistant from Hong Kong to the southeast and Guangzhou to the northwest. Development in the area has been brisk, and due to the area's designation as a 'green zone,' Nansha has been relatively free of polluting industries. Nansha itself contains almost a half million residents and shopping and leisure opportunities have grown plentiful. There are convenient transportation links between Nansha and its urban neighbors.

Accreditation and Affiliations



NCPA is a secondary school, offering its students a comprehensive, American-accredited curriculum. 84 students are enrolled in grades 7 and 8; 489 are enrolled in grades 9-12. All NCPA students are week-day boarders, residing in on-campus housing from Sunday evening through Friday afternoon. The school graduated its first class in June of 2016. The graduates have matriculated in post-secondary institutions primarily in North America, but also Europe and Australia.

NCPA received initial accreditation in 2013. Last year, the school applied for and received a full, six-year accreditation from the Western Association of Schools and Colleges (WASC). The School has current memberships with EARCOS, ACAMIS and the Principals' and Teachers' Training Centers. NCPA was a World Language Initiative (WLI) catalyst school under the auspices of ISS, whose practices it continues to this day. Underlying the WLI is an effort to provide an students an English language immersion experience in all their content area courses. NCPA firmly espouses the concept that all teachers are language teachers, hence, it has provided WLI training to all new faculty members as part of its new hire orientation.

Key Features

Students

Nansha College Preparatory Academy will educate individuals to be successful global contributors in the 21st century by developing skillful:

NEGOTIATORS WHO:

- draw conclusions after thoughtful evaluation,
- address complex issues and resolve conflicts, and
- flexibly adjust to new situations

COLLABORATORS WHO:

- ask questions to improve critical and creative thinking,
- consider diverse points of view, and
- learn from observation

PLANNERS WHO:

- construct systems to organize information and ideas,
- acquire habits to evaluate and improve, and
- resourcefully persist when encountering obstacles

ACHIEVERS WHO:

- listen, read, and communicate effectively to interpret information,
- conduct research conscientiously and with integrity, and
- demonstrate mastery of strategies and skills in academic and social contexts



Faculty and Staff

NCPA employs 62 overseas teachers and administrators. The school further employs 8 locally hired teachers in the Mandarin Department, 24 local teaching assistants and 24 local support personnel, for a total staff of 118.

Curriculum

At NCPA, curriculum, instruction, and assessment are developed to ensure clarity and focus in disciplinary academic standards (primarily the U.S. Common Core for math and English; NGSS for Science). Content standards cover what students are to learn in various subject areas and performance

standards or ‘benchmarks’ are developmentally appropriate components of content standards. NCPA teachers develop curriculum (unit plans) in a backwards planning design aligned with the standards and grade level benchmarks. Unit plans are documents for teacher use that outline the specific content, skills, assessments and resources used in classrooms. NCPA has adopted the practice of standards-based reporting to assess students’ achievement and performance in order to provide them with the feedback that research suggests is most powerful for improving student learning. Standards-Based Reporting (SBR) is a set of teaching and reporting practices that communicate how a student is performing to a predetermined set of expectations.



Campus & Facilities

The campus is built on 31-acres of land. The facilities are modern and renovated. Among the campus amenities are five science labs, two classroom buildings, the administration center, the library, the eLearning center, the Art center, a Music wing, an indoor sports complex with fitness room, a soccer field and track, a multi-purpose food service complex, an outdoor swimming pool, an outdoor sports lawn, a convenience store, two student residential dormitories, two student residential

apartment buildings, and one teacher/staff residential apartment building.

Position Overview

Core purpose of role

To ensure high quality learning that aligns to the school’s mission by:

- ensuring teaching, learning and curriculum development are of the highest standard;
- providing and supporting appropriate professional development plans for high quality teaching and curriculum development;
- investigating new, research-based approaches to effective learning and ensuring the NCPA school community is actively engaged with these approaches.

Core Tasks

Curriculum

1. Lead and support administrators and faculty to ensure that a challenging, developmentally, and culturally appropriate curriculum is created, documented, implemented and regularly reviewed.
2. Work with the Leadership Team to develop leadership practices and strategies.
3. Stay current with research in teaching, learning, and curriculum; facilitate and support administrators and faculty efforts to do the same.
4. Coordinate the adoption, budgeting, and evaluation of instructional materials.

5. Serve as supervisor and support for EAL team and Counseling Team.
6. Actively support principals and their collaborative work with department chairs and standards coaches.
7. Serve as AP coordinator for the high school.

Assessment and Data Use

8. Lead initiatives to gather, analyze, share and use data to improve student learning.
9. Serve as supervisor and support for the NCPA Assessment Coordinator.



Professional Development

10. Plan and implement professional development opportunities to improve teaching and learning; assist faculty in pursuing professional learning opportunities.
11. Organize and support the professional development policies and practices, the Continuing Education grant and the IETC grant.
12. Assist principals to provide an orientation and support system for newly hired teachers.
13. Prepare and implement a yearly plan of professional development and conversation for teaching assistants.

Additionally, the Director of Teaching and Learning will support initiatives of strategic planning and improvement, accreditation, and culture building.

The qualifications for the ideal candidate will include, but are not limited to the following:

- Proven track record in an administrative position in a comparable school environment; Experience as a building principal is desirable
- A passion for improving student learning and a results-orientation
- Keen organizational skills
- Ability to work collaboratively with administrative team and teachers
- An advanced degree in curriculum & assessment, leadership or relevant field; doctorate preferred.

Application Instructions

Effective date: July 31, 2018

Application Deadline: November 1, 2017

ISS Vice President for Administrative Searches, Dr. Beth Pfannl, will serve as the lead consultant for the Nansha College Preparatory Academy Director of Teaching and Learning search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff. The tentative deadline for applications is November 1, 2017, however, the Board 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 school. 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) Draft a formal letter of interest (cover letter) specific to this position 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). ***Please **only** submit the required letter, all supplementary materials should be uploaded to your online documents portfolio via your ISS dashboard
- 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 NCPA reserve the right to close the selection process at any time if an ideal candidate is found.***

