

Leadership Posting

Elementary School Principal American School of Ulaanbaatar *Ulaanbaatar, Mongolia*

Application Deadline: January 31, 2020

Start Date: August 10, 2020



INTRODUCTION

American School of Ulaanbaatar is a private school for children in grades Pre-K (age 4) through Grade 12. Founded in 2006, the School is the largest International School in terms of student numbers in Ulaanbaatar, Mongolia.

VISION

The American School of Ulaanbaatar's challenging, comprehensive and supportive learning environment encourages students to actively discover and develop their intellectual, physical and creative potential. The School demonstrates its commitment to the development of the whole child through stimulating academic and co-curricular programs that prepare students to learn and achieve success in an ever changing global society.

MISSION

The American School of Ulaanbaatar is a community of lifelong Learners. ASU provides each student with the opportunity to achieve his/her personal best interest within an International educational environment. The school prepares students to succeed in English speaking colleges and universities. Our students will acquire the skills and attitudes necessary to be intellectually reflective, lead a lifetime of meaningful work, be caring and ethical citizens, and be physically and mentally healthy.

ACADEMIC PROGRAM AND CURRICULUM

The American School of Ulaanbaatar offers a dynamic, progressive and balanced academic program aligned with the Common Core Massachusetts standards in a student-centered learning environment.

The School offers Learning Support and ESL Programs at both Elementary and Secondary Schools. All students take Mongolian language classes starting from grade 1 until grade 10.

ACCREDITATION, ASSOCIATIONS AND MEMBERSHIPS

The School is accredited with an international accreditation from the Western Association of Schools and Colleges (WASC) until 2023.

ASU is an active member of ACAMIS (Association of China and Mongolia International Schools). The purpose of this association is to act as a networking platform with the goal to promote international friendship within the schools through activities, and encourage student interaction through extracurricular activities in sports, the arts, and environmental issues.

Locally, the School is a member of UBISA (Ulaanbaatar International School Association) which promotes collaboration among International schools in Ulaanbaatar.

The School tests each student three times a year using the MAP test (Measure of Academic Progress) in three areas: Math, Reading and Language Usage to measure progress. Elementary school utilizes WIDA (World-Class Instructional Design and Assessment) standardized test for admissions, placement and programming.

ACADEMIC CALENDAR

The school year begins in mid-August and ends mid-June and our program is semester based. Winter break starts in the middle of December until the middle of January. Fall break and Spring break is each one week long.

ELEMENTARY SCHOOL

Elementary School is at capacity with 400 students in grades Pre-K to Grade 5. Foreign students account for 20% of total student population. Each grade has three sections except for Pre-K. Class size is limited to 24 students for Grades 1 and up, with smaller classes for early childhood, in order to maximize the potential of each student. The core academic subjects of Language Arts, Mathematics, Science, History and Social Studies, are complemented by a full range of enriching classes in Technology, Health and Physical Education, Music, Drama, Dance and the Visual Arts.



SECONDARY SCHOOL

Secondary School has 250 students with more than 80% of the student population being Mongolian nationals. The School offers various AP (Advanced Placement) classes to its high school students. We have a strong college preparation counseling program, and graduates go on to universities in the United States, Canada, the UK, and Australia, as well as locations throughout Asia. In our mission to develop global citizens through a holistic education, we offer numerous extracurricular opportunities, such as National Honor Society, National Art Honor Society, National Junior Honor Society, Global Issues Network, Harvard Model UN, and World Scholars Cup, as well as several sports.



SCHOOL CAMPUS AND FACILITIES

ASU is located on 4 hectare land in the Zaisan area, known as an upper level residential neighborhood of Ulaanbaatar. The campus consists of Secondary school building, Elementary school building, Teacher's residence, outdoor football field, basketball court, tennis court and children's playground.

The Elementary School has 21 classrooms, gymnasium, computer lab, science lab, library and rooms for other special classes including art, music, dance, Mongolian language and ESL.

The Secondary School building has 42 classrooms, gymnasium, concert hall, library, computer labs, science labs, art and music rooms. The total capacity of the secondary school is 650 students.

The teacher's residence has 40 apartment units available for teachers. All apartments have their own kitchen and restroom. The apartment varies from studio room to 2-bedroom apartments.

FACULTY AND STAFF

ASU has a total of 109 employees out of which 44 are international and 65 are Mongolian nationals. There are 77 faculty members and 32 administrative and support staff.

Both Elementary and Secondary Schools have their own IT specialists, receptionist, student service officers and support staff.

Elementary School has 25 foreign teachers, 6 Mongolian teachers and 14 Program Assistants (Mongolian).

AFTER SCHOOL ACTIVITIES

The Elementary School offers a variety of inquiry-based, non-academic after school activities on Mondays and Wednesdays for 10 weeks periods in Semester 1 and Semester 2. Some activities include yoga, puzzles, board games, art and drawing, soccer, swimming and dodgeball.

The Secondary School offers both academic and non-academic extra-curricular activities such as debate, creative writing, SAT test preparation, athletics, arts and more.



PROFESSIONAL DEVELOPMENT

The School offers a wide range of professional development to both foreign and local teachers. Our staff is knowledgeable and experienced educators and provides professional development training sessions to their peers during the dedicated professional development days. Professional partnerships also provide our staff with mentoring and coaching opportunities.

GOVERNANCE AND STRUCTURE

The School has a Governing Board which consists of the Chair, Managing Director, Elementary School Principal and Secondary School Principal.

Both School Principals are responsible for their respective School's academic issues and report to the Chair of the Board. The Managing Director is in charge of all non-academic issues of both Schools.

The Elementary School Principal is supported by the Assistant Principal, student service officers, business manager, IT and support staff.

POSITION OVERVIEW

The Elementary School Principal is the learning leader and administrative head of the Elementary School. He/She is responsible for the on-going improvement of the school in pursuance of our School Mission and Vision. The Elementary School Principal is supported by an Assistant Principal and School Manager, who together form the Elementary School Leadership Team.

Professional and Personal Attributes

The successful candidate will be able to demonstrate the following qualities, skills and attributes:

- A student centered learning leader
- The ability to inspire trust in the whole community and motivate and support others to realize their potential
- A highly articulate and effective communicator
- A visionary, future-ready leader with the passion and skills to drive learning forward
- Highly developed interpersonal and collaboration skills; able to connect with all stakeholder groups, including students, staff, parents, administrators and the Board
- An optimistic, open-minded outlook and willingness to take balanced risks
- Able to think strategically, tactically and flexibly
- A creative problem solver
- The ability to navigate complex cultures, and demonstrate international mindedness
- A solid understanding of international curricular frameworks (Massachusetts State Standards or Common Core preferred)
- Proven excellence in curriculum leadership and development
- A strong role model who will exemplify the school's values
- Committed to child protection best practice

Duties and Responsibilities

- Sustain and develop a culture of future-ready, student centered learning based around current research
- Provide leadership to and participate in the strategic planning and implementation of the school's strategic priorities as outlined by our WASC Accreditation
- Oversee student wellbeing, including the development, implementation, monitoring and evaluation of academic programs and structures already in place
- Lead Elementary School curriculum development, alignment, implementation and evaluation in collaboration with the Massachusetts State Standards
- Use data to monitor the success of Elementary School programs and oversee the monitoring of student growth

- Ensure all students' needs are met through close collaboration with Elementary School Teachers and Program Assistants
- Support the professional growth of teaching staff through the use of Professional Development days provided in the School calendar aligned with the school action and strategic plan
- Support the professional teaching staff and teaching assistants through the use of a consistent and goal orientated teacher evaluation system in place
- Lead the recruitment, selection, orientation and placement of staff
- Build community and ensure effective communication with all stakeholder groups
- Manage and monitor the Elementary School annual budget, in collaboration with the School Manager, Assistant Principal and Managing Director
- Work in collaboration with the Senior Leadership Team (Governing Board) to develop and implement the school's strategic goals, policies and practices
- Oversee the successful day-to-day running of the Elementary School
- Facilitates strategies to improve classroom instruction and increase student achievement
- Connects research-based initiatives and innovative strategies to maximize the achievement of each learner
- Monitors and evaluates the use of assessments to guide instructional practices and provide timely and accurate feedback to students and parents
- Demonstrates and supports the importance of professional development by providing adequate time and resources for teachers and staff to participate in professional learning (Professional Partnership Program)
- Attend community, embassy and chamber events to represent the School

Education and Work Experience

- Master's Degree (Educational Administration / or Primary Education preferred)
- Minimum of ten successful years of educational experience (Teaching and Administrative combined)
- Experience in school-wide accreditation processes (WASC preferred)
- International Leadership experience in a multicultural school setting
- Experience working in a school culture that supports English Language learners preferred.
- Outstanding interpersonal, communication, leadership, and conflict resolution skills required.
- Proven track record as a collaborative team player in a highly dynamic, complex and innovative learning community

Salary & Benefits

Salary is competitive based on years of experience.

Benefits:

- Housing
- Annual roundtrip airfare during summer break
- Health insurance
- Shipping allowance
- Visa fee allowance
- School assigned vehicle
- Tuition waiver for dependents
- Settling in advance payment

APPLICATION INSTRUCTIONS

Start date: August 10th, 2020

Application deadline: January 31st, 2020

Please send a formal letter of interest (cover letter), CV and copy of diploma(s) to boardchair@asu.edu.mn and es.hr@asu.edu.mn

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