

Leadership Posting

Upper Primary Associate Principal Hong Kong International School *Hong Kong*

Application Deadline: September 30, 2019

Start Date: August 2020

POSITION DESCRIPTION

Job Title:	Associate Principal
Departments:	Upper Primary (Grades 3-5)
Reports to:	Upper Primary Principal
Direct Reports:	Classroom Teachers
Effective Date:	August 2020
JOB SUMMARY	
<p>The Associate Principal is an instructional leader who collaborates closely with the second Associate Principal to support the Principal with the day to day leadership and management of the Upper Primary (Grades 3-5 with approximately 660 students). The Associate Principal provides leadership and support for teaching and learning at the assigned grade levels, aligning the Upper Primary goals with the School's Operational and Strategic Plans and Student Learning Results. Primary responsibilities include supervision and evaluation of teachers; leadership for monitoring student learning (e.g. collection, analysis and reporting of student learning data); instructional planning of curricular units; implementation of the curriculum; supporting best pedagogical practices in instruction and assessment; planning and leading professional development of faculty; allocation of resources; participation in various whole-school improvement committees, strategic plan initiatives, divisional committee work and other identified action areas.</p>	
KEY AREAS OF RESPONSIBILITY	
Importance	Responsibility Area
1	<p>Instructional Supervision and Leadership</p> <ul style="list-style-type: none"> • Supervises classroom teachers and supports their professional growth and performance appraisal (Profile Year, Self-directed Professional Growth and those new to HKIS) • Regularly observes teachers and provides timely feedback to facilitate student learning and the ongoing improvement of pedagogy • Provides leadership and support to develop teachers' instructional and assessment practices through coaching, modelling or in-service workshops, particularly in the areas of differentiation (particularly as it pertains to literacy and math) and inquiry • Leads teachers in the implementation of effective assessment practices and, collecting and analyzing student learning data to inform instructional practices • Builds on current systems of collecting and analyzing student data, including the use and interpretation of formative, summative and standardized assessments (e.g. F&P, MAP) to monitor growth and inform practice • Ensures that the individual learning needs of students are met • Actively supports the Student Learning Result on spirituality, implementation of religious education while encouraging learning about other faiths
2	<p>Day to Day Management</p> <ul style="list-style-type: none"> • Reviews and updates operational procedures and systems to promote consistency of practice and maximize student learning • Makes management decisions to enhance teaching and learning • Collaborates closely with the grade level counseling team to proactively develop the social and emotional growth of students • Supervises and manages student behavior and collaborates closely with teachers, counselors, and parents to address any concerns that may arise • Promotes a sense of community and school spirit within the Upper Primary, overseeing the running of assemblies, chapels, and other community events • Supervises grade level Learning Specialists and participates in Student Review Team meetings to ensure learning needs are being met • Maintains effective communication channels with all stakeholders • Supervises students during arrival and dismissal times and handles student discipline when necessary
3	<p>Leadership for Curriculum Implementation</p> <ul style="list-style-type: none"> • Focuses on alignment of HKIS' standards and benchmarks within teams and across grade levels to ensure a developmentally appropriate curriculum is delivered • Ensures continuity and consistency within teams and across grade levels by paying special attention to best practices in literacy instruction, math instruction, and inquiry as an approach to learning and curricula • Leads teachers in designing integrated units of inquiry using the Understanding by Design framework (UbD), developing assessments that support the development of knowledge, skills, and conceptual understanding

	<ul style="list-style-type: none"> • Ensures curriculum alignment and consistency across teams and between grade levels, and works in collaboration with Lower Primary and Middle School to ensure smooth curricular transitions • Facilitates purposeful collaboration around student learning • Leads parent education sessions that clearly articulate the curriculum being taught • Ensures appropriate use and organization of resources for curriculum implementation
4	<p>Developing Others</p> <ul style="list-style-type: none"> • Advocates and nurtures a positive school culture conducive to student learning and staff professional growth • Works collaboratively with teachers and administrators • Engages others in supporting positive change • Plans, supports and participates in professional development opportunities • Facilitates opportunities for professional growth between colleagues
5	<p>Other</p> <ul style="list-style-type: none"> • Contributes actively to the HKIS Mission and Student Learning Results • Remains current with the latest research in elementary education, particularly as it pertains to Upper Primary students • Participates in school-wide projects and events and values being part of the HKIS and Hong Kong community • Undertakes any other duties and functions as required which will help impact and strengthen the contributions of the Upper Primary and HKIS and/or improve the overall operation of the School
Requirements and Qualifications	
Education:	<ul style="list-style-type: none"> • Advanced degree in Education • Degree in Administration or Educational leadership preferred • Certification as Administrator preferred
Experience:	<ul style="list-style-type: none"> • Successful experience in a key leadership role in an elementary school, as an administrator, team leader, or curriculum leader; with record of being a flexible, positive and contributing member of a school leadership team • Solid conceptual and applied knowledge of current research and trends in elementary education, literacy, curriculum development, assessment, best practices in instruction • Demonstrated success in working with teachers on continuous improvement initiatives • Successful experience in working with children in Upper Primary grades • Classroom teaching experience with elementary aged students • Previous experience in an international school and familiarity with American educational system preferred
Skills:	<ul style="list-style-type: none"> • Grounded in knowledge about teaching and learning, particularly for Upper Primary grades • Attitude of a servant leader, focused on serving others, a strong commitment to the mission and to actively support the Student Learning Results of the School • Demonstrates respect for teachers as professionals and as adult learners and ability to develop positive and respectful relationships with others • Demonstrates ability to make decisions, work independently, as well as collaboratively • Excellent interpersonal skills • Effective communicator – communicates well with a diverse community, proficient writing skills, comfortable with presenting in public • Highly skillful at using technology • Strong organizational and time management skills • Enthusiasm for handling multiple tasks, challenging schedules, demanding clientele • Reflective thinker, able to learn, grow and model • Strong understanding of child development • Recognizes and respects the diversity of ideas, values and cultures that make up the School • Demonstrates behavior consistent with the core values of the School • As a school grounded in the Christian faith, we hire Christian teachers and administrators as well as those of other faiths. HKIS seeks to hire candidates who are interested in the complex questions of faith and spirituality and who are keen to learn and interact with others of different faith traditions.

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Instructions

Please email all applications to recruitment@hkis.edu.hk for attention to Ms. Beatrice Lam, Compensation & Benefits Manager.