

Leadership Posting

High School Associate Principal Hong Kong International School *Hong Kong*

Application Deadline: September 18, 2020

Start Date: August 2021



A co-educational PreK-12 private day school grounded in the Christian faith, Hong Kong International School (HKIS) serves over 2,800 students from around the world who seek an American college-preparatory education. HKIS is accredited by the United States' Western Association of Schools and Colleges (WASC) and is a member of the East Asia Regional Council of Overseas Schools (EARCOS).

Founded in 1966 by a partnership between the American community and the Lutheran Church–Missouri Synod, HKIS seeks to develop an educational community that lives out the words of its mission statement, while striving towards its vision:

MISSION

**Dedicating our minds to inquiry, our hearts to compassion,
and our lives to service and global understanding**

**An American-style education, grounded in the Christian faith
and respecting the spiritual lives of all**

VISION

**HKIS will be a leading place of learning
that inspires a socially engaged community
of collaborative, creative and resilient learners
dedicated to realizing their full potential.**

HKIS provides educational excellence with a difference. We focus on developing the whole child and are committed to nurturing each child to achieve his or her full potential. HKIS is dedicated to offering the best in academic and co-curricular excellence while supporting the socio-emotional needs of our students, to ensure a solid foundation for a university education and a well-rounded life.

Admissions qualifications are selective rather than competitive. Students must demonstrate English language competency and an academic record to succeed in a rigorous college-preparatory environment. HKIS also aims to continually expand the cultural diversity of the school; our students come from over 40 nations.

HKIS embeds six Student Learning Results into our academic and co-curricular programs:

Academic Excellence

Students will achieve their intellectual potential by striving for and attaining the highest standards of academic excellence.

Spirituality

Students will understand and respect Christianity and other religions and will identify and develop their own spiritual identity.

Character Development

Students will demonstrate respectful and caring attitudes at school and in the community, as well as the courage to stand up for what is right.

Self-Motivated Learning

Students willingly apply a variety of learning and motivation strategies throughout their learning process.

Contributing to Society

Students will develop the skills they need to form genuine relationships in our diverse society and to make contributions to our community.

Chinese Culture

Students will gain an understanding of China and an appreciation of the Chinese culture.

Position Summary

The High School Associate Principal is an instructional leader who collaborates closely with the two other Associate Principals to support the Principal with the day to day leadership and management of grades 9-12. The Associate Principal provides leadership and support for teaching and learning for the assigned departments, aligning the High School goals with the School's Operational and Strategic Plans and Student Learning Results. Primary responsibilities include supervision, coaching and evaluation of teachers; leadership for monitoring student learning (e.g. collection, analysis and reporting of student learning data); supporting the development and implementation of 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. The Associate Principal may also be responsible for managing the department head team, the Advanced Placement program including liaising with College Board, and Master Scheduling.

Key Areas of Responsibility

Instructional Supervision and Leadership (for assigned departments)

- Regularly observes teachers and provides feedback on teaching and learning to facilitate student learning and ongoing improvement of instruction using best practices
- Supervises and assesses classroom teachers based on their respective year in the performance appraisal system; e.g. Self-directed Professional Growth, Profile Year
- Ensures that learning needs of students are met
- Through coaching, modelling or in-service workshops, develops teachers' conceptual knowledge and skills in best instructional and assessment practices
- Provides leadership and support for best instructional and assessment practices
- Leads teachers in documenting, collecting and studying student learning data

Curriculum and Programs

- Collaborates with High School Associate Principal colleagues in providing support to ensure that curriculum units, performance assessments, and instruction supports deep understanding of content, and achievement of standards and benchmarks, using the Backward Design model
- Ensures curriculum is delivered consistently within the assigned departments
- Ensures appropriate use and organization of resources for curriculum implementation
- Responsible for coordinating the Advanced Placement program including liaising with the College Board

Day to Day Management

- Provides leadership to the assigned departments in curriculum and personnel issues
- Facilitates operational procedures to maximize student learning
- Addresses general issues or parent concerns that arise
- Maintains effective communication channels with all stakeholders
- Participates actively in daily school life and special events e.g. after school activities
- Appropriately handles academic and/or behavior management issues as they arise
- Develops and disseminates the high school academic book to communicate course offerings, graduation requirements and high school operations to students, parents and the community.
- Manage all aspects of Powerschool use, working with other departments as necessary (e.g. grade reporting, transcripts, transfer credits, graduation progress). Ensure faculty are adequately trained to fully utilize the system's capability.

Developing Others

- Advocates and nurtures a school culture conducive to student learning and staff professional growth
- Works collaboratively with teachers, teacher leaders, and curriculum leaders in developing their teaching and leadership skills
- Engages others in supporting change in a positive manner
- Facilitates opportunities for developing others
- Recognizes and respects the diversity of ideas, values and cultures that make up the school

Registration and Scheduling

- Organize class registration and prepare the master class schedule balancing student course requests with maximizing teaching loads and ensuring the most efficient use of faculty.
- Review and make recommendations on program offerings based on enrolment and staffing (e.g. additional classes that may be required, courses that shouldn't be offered due to low enrolment, FTE considerations).
- Assist with determining part time faculty needs
- Develop the yearly Academic Handbook
- Lead the coordination of the Grade 8 Transition to the High School

Partnerships and Independent Study

- Manage the relationships and learning associated with online services (e.g. Global Online Academy) and/or partnerships (e.g. universities). This includes reviewing course offerings to ensure suitability for students, monitoring progress, and application of course credits.
- Review and assess ongoing viability of current and alternate partnerships through the lens of what is best for students from different perspectives; e.g. balance, high school and college credits.
- Liaise with the Advancement Office in managing the internship program
- Oversee Junior and Senior options including independent studies and specialized paths to graduation

Others

- Contributes actively to mission and student learning results in a variety of ways
- Participates in school projects and events; values being an active member of the HKIS community
- Undertake any other duties and functions as required which will help impact and strengthen the contributions of the High School to HKIS and improve overall operations

Requirements and Qualifications

Education:

- Advanced degree in Education
- Certification as Administrator preferred

Experience:

- Successful experience in a key leadership role in a high school, as an administrator, team leader, or curriculum leader
- Successful experience in organizing and developing a large high school master schedule
- Extensive experience using the PowerSchool (or like platforms) for master scheduling
- Supervisory and/or performance management experience preferred, including engaging in difficult conversations
- Record of being a flexible, positive and contributing member of a school leadership team
- Solid background in curriculum development and leadership
- Solid conceptual and applied knowledge of current research and trends in literacy, second language learning, and secondary curriculum
- Demonstrated success in working with teachers on continuous improvement initiatives
- Successful experience in working with students in high school grades
- Previous experience in an international school and familiarity with American educational system preferred
- Minimum of 5 years of high school teaching experience.

Skills

- Grounded in knowledge about teaching and learning, particularly for high school grades
- Attitude of a servant leader, focused on serving others, a strong commitment to the mission and Student Learning Results of the school
- Demonstrates respect for teachers as professionals and as adult learners
- Ability to guide, coach, support and develop faculty and staff
- Strong organizational and time management skills; ability to prioritize work
- Excellent interpersonal skills
- Effective communicator – communicates well with a diverse community, proficient writing skills, comfortable doing public presentations
- Skillful at using technology
- Effective decision making skills
- Enthusiasm for handling multiple tasks, challenging schedules, and clientele with high expectations
- Willingness to actively support the Student Learning Result on spirituality, interest in religious education, open to sharing own spiritual journey and learning about other faiths

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.

How to Apply

Interested candidates are asked to send their cover letter and resume to recruitment@hkis.edu.hk by September 18, 2020.

Please visit our website (www.hkis.edu.hk) to learn more about our community: our beliefs, core values and learning principles and practices.

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