

## Leadership Search



### High School Principal – Puxi Campus Shanghai American School *Shanghai, China*

Application Deadline: June 30, 2021  
Start Date: July 2022

ISS is pleased to conduct this full search.  
Learn more how ISS works with search committees around the globe to fill leadership positions.  
[www.iss.edu/services/administrative-recruitment](http://www.iss.edu/services/administrative-recruitment)

## Position Overview

Reporting to the Head of Campus, the High School Principal provides leadership in all educational and community matters in the High School on the Puxi Campus. The Principal ensures that all programs and practices of faculty and staff are guided by and support the School's mission and core values as well as the High School's vision and priorities. Working in collaboration with the academic and operational leadership teams, faculty and staff, students, parents and the broader community, they establish an environment in which all students have access to exceptional and diverse academic programs and opportunities as well as appropriate care for their social-emotional and learning needs.

## Value Proposition

By signing with Shanghai American School, you will be joining not only one of the oldest and most reputable international schools in Asia, but also a dynamic and innovative learning community. Anchored in its mission and core values, the school balances a focus on the distinct needs of every student with a commitment to world-class learning outcomes. Learning happens in innovative ways, including Signature Programs designed by and for SAS, such as Innovation Institute, AIR (Artists in Residence) Jindezhen, and Menwai ("outside the gates"). With a renewed commitment to diversity, equity and inclusion, the school strives to create a sense of belonging for all members of our community. The school's strong financial standing affords a highly competitive compensation and benefit package and allows for a resource-rich teaching environment. To lead at SAS is to be part of a highly collaborative team looking to set the standard for an international education that is caring, impactful and forward-looking.

## Duties & Responsibilities

- Oversee all aspects of the High School's instructional programs and promote a culture of high achievement among faculty and students in line with the mission and core values of SAS.
- Attract, develop and retain a high-performing faculty body.
- Create an environment where faculty receive specific and constructive feedback that allows them to grow and know how they are being evaluated.
- Empower people to navigate the complex landscape of High School.
- Plan and manage a multi-faceted budget with the needs of the entire organization in mind.
- Unite stakeholders – students, teachers, parents – in the effort to support High School students in their individual pathways.
- Build strong rapport with the parent community in a way that empowers parents and serves their desire for involvement.
- Collaborate and build strong relationships with fellow Principals and the various academic (PreK-12) and operational leadership teams cross-campus to ensure alignment and consistency of student learning experiences.
- Support and drive initiatives in line with the school's strategic goals.

## Skills, Experience, & Attributes Sought

- Demonstrated effectiveness in collaborative school leadership in a high-performing educational division or institution.
- Knowledge and ability to apply research-based best practices in a complex high school environment.
- Experience in successfully directing and supporting teachers in program development.
- Outstanding ability to engage and work with all stakeholders.
- Strong emotional intelligence and interpersonal skills to address sensitive and complex topics.
- Enthusiasm for leveraging innovation in the service of interdisciplinary, inquiry-based, collaborative learning.
- Ability to analyze needs (human and financial) and to allocate resources effectively.
- Strong aptitude to engage with prospective candidates to build a talent pool.
- In-depth experience in directing professional growth, performing evaluations and managing performance of High School faculty and staff.
- Understanding and advocacy for a school environment that values diversity, seeks equity, promotes inclusion and nurtures a deep sense of belonging.
- Experience in nurturing cultural competency, inclusion, and diversity to create a sense of belonging for the entire community.
- Willingness and desire to learn about and immerse oneself in the context of Shanghai and China
- Ability to project calm self-assurance and positive energy.
- Effective verbal and written communication skills.

## Salary & Benefits

The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate.

Application instructions found on the final page of this announcement.



## The School

Shanghai American School (SAS) is an English-language day school offering an American curriculum, pre-kindergarten to grade 12, for expatriate families living in Shanghai, the People's Republic of China. SAS is an independent, non-profit, coeducational day school. SAS is an entity duly registered, licensed and regulated by the Shanghai Civil Affairs Bureau and the Shanghai Education Commission, however, SAS is governed by the Shanghai American School Association of Parents. Every parent of a child at the school, by virtue of their child's enrollment, is a member of the Association. SAS has two campuses, one in Pudong, one in Puxi, each offering a full pre-kindergarten through grade 12 program. Each campus offers a high school with a wide range of AP courses, as well as the full IB diploma. SAS is the largest international school in China with 2754 students and 652 faculty and staff members.

## Mission & Core Values

### Mission

The Shanghai American School inspires in all students:

- A lifelong passion for learning
- The commitment to act with integrity and compassion
- The courage to live their dreams

### Core Values

We believe that:

- Embracing diversity enriches individuals and communities
- Acts of compassion and generosity of spirit create a better world
- When individuals take responsibility for their own decisions, they are empowered to make positive impact
- Each individual has intrinsic value and the potential to contribute to society
- Collaboration is key to overcoming complex challenges and achieving common goals
- Integrity is the foundation of enduring relationships, quality institutions and well-functioning communities
- As global citizens, we have a duty to care for the earth and its inhabitants to ensure the well-being of humankind
- Creativity, critical thinking and a lifelong passion for learning are essential to personal fulfillment and to meet the challenges of the future.





## Overview

### History

Shanghai American School is Shanghai's most established international school, with a history that began in 1912. What was founded as a school for the children of American missionaries soon became a valued institution amongst diplomatic and expatriate business families as well. SAS survived and thrived through a relatively tumultuous period in Shanghai before closing in 1950 after the People's Republic of China was established on the Mainland. It reopened again in 1980 on the grounds of the U.S. Consulate General in Shanghai, and until 1992, the school offered self-contained classes through grade eight. In 1993-1994, a ninth grade was added. Beginning in the 1994-1995 school year, grades ten, eleven and twelve were added to enable SAS to provide a complete Prek-12 educational program. A growing foreign community and expanding foreign business activity created increasing enrollment thus prompting a move in 1989 from the grounds of the U.S. Consulate General in Shanghai to the campus of the Shanghai Number Three Girls' Middle School. When that campus became too small to accommodate enrollment, SAS moved to a campus close to the current Puxi site in August 1996. The same year, the first Pudong campus opened at the Hua Xia Cultural Center, where it was housed for two and half years in a reconstruction of the Ming Dynasty Sung family house. By 1998, students began migrating to the new campuses, and the world of the Shanghai American School reached across both sides of the Huang Pu River with the rapidly growing city of Shanghai between them. Since that time, facilities on both campuses have continued to be expanded and improved (see the Facilities section below). The school has grown from eight students when it reopened in 1980 to a height of 3,365 students in 2013. Today, SAS has 2754 students enrolled in Pre-K through 12 – 1049 in Pudong and 1705 in Puxi. On both campuses, the elementary school has wait lists; the middle and high schools have capacity for additional students. SAS is the largest international school in China with 363 faculty members from 26 countries.



## Accreditation

Shanghai American School (SAS) is associated with the Office of the Overseas Schools of the U.S. Department of State and is a member of the East Asia Regional Council of Schools (EARCOS), the Association of China and Mongolia International School (ACAMIS) and an Affiliated member of the Near East South Asia Council of Overseas Schools (NESA). SAS is a member of the Council of Internationals Schools (CIS), the National Association of College Admission Counseling (NACAC) and the Association of College Counselors in Independent Schools (ACCIS). Other affiliations include the Council for Advancement and Support of Education (CASE), Independent School Management (ISM) and the Principal Training Center (PTC). SAS is accredited by the International Baccalaureate Organization (IBO) and offers the IB Diploma program and courses in the HS on both campuses. SAS is an affiliated member of the College Board and is authorized to offer Advanced Placement (AP) courses. SAS is a member of the Asia Pacific Activities Conference (APAC) and the Association of Music in International Schools (AMIS). SAS has been accredited by the Western Association of Schools and Colleges (WASC) since the 1981-1982 school year. The last full WASC Self-Study was in 2014 which was followed by a Mid-Cycle Report in Spring of 2017.

## Curriculum

The “one school, two campus” model gains coherence through the work of the Educational Programs team and regular meetings between operational and academic leadership Associate Directors of Educational Programs on each campus help support divisions to ensure common curriculum implementation, assessment practices and professional development opportunities. The divisional administrators and teacher leaders meet throughout the year to share best practices, align student reporting methods, and develop new initiatives.

In addition, Shanghai American School equips students to transfer their knowledge and skills beyond the classroom, in authentic settings, over a lifetime, by becoming:

- Critical Thinkers
- Skillful Communicators
- Effective Collaborators
- Creative Learners
- Ethical Global Citizens



## Technology

Technology is integrated into teaching and learning in age-appropriate ways across every grade level and subject. SAS follows ISTE Standards, an internationally recognized framework designed to prepare students for success in a connected, digital world. In addition to foundational technology skills, ISTE standards foster creativity, communication, collaboration, innovation, and computational thinking. We also promote Digital Citizenship, which encompasses safe, ethical, and legal use of technology and social interactions involving technology.

## Arts, Athletics, & After School Activities

SAS students oversee nearly 100 different clubs, organizations, and leadership committees. SAS is a founding member of the Asia Pacific Athletic Conference (APAC), fielding strong athletic, dance, forensics, theater, and instrumental ensembles. Additionally, our students host and travel to perform as part of the Association of Music in International Schools (AMIS) as well as the International Schools Theatre Association (ISTA).

## High School Students

High school at SAS is an experience in individualized academic excellence. No strangers to a challenge, our students meet an array of course options with the opportunities and support available to truly fulfill their potential. While it is easiest to reference our college lists and AP and IB scores as indicators of success, our students are culminating years of experience at SAS in critical thinking, collaboration, communication, creativity, and ethical global citizenship. Students here have the ability to craft their personalized pathway through a high school experience that, our alumni confirm, prepares them for what's next.



## Faculty

SAS has the largest teaching population, 363 teachers in total, of any of the international schools in the region. Eighty-two percent of the faculty are expatriate overseas-hire teachers. Approximately 7% are expatriate local-hire teachers and 11% are Chinese nationals, the majority of whom are Chinese language teachers. In total they represent 24 nationalities. As of school year 20-21, faculty tenure averages 5.9+ years.

## Professional Development

SAS aims to remain competitive with other international schools in its support of professional learning of its faculty. SAS is committed to supporting onsite and offsite learning experiences that achieve organizational goals and school initiatives and support individual staff members' professional learning needs. SAS supports teachers by funding professional learning, which helps to achieve organizational goals and school initiatives while supporting individual staff members' professional learning needs. Access to professional learning funds of up to 11,000RMB per faculty per year supports the school's commitment for the shared responsibility of teachers and the school to continue and develop professional qualifications and knowledge. Funding is also provided for teachers to obtain relevant training in AP and IB.

## Governance

The school is governed by a Board of Trustees, with its mandates from the school's Articles of Association. The Board of Trustees currently consists of 11 members: six elected and five appointed. The U.S. Consulate General to Shanghai appoints one of these Board members; the other four are chosen by the Board itself. An elected Board member's term is two years, but that individual may volunteer to serve a second two-year term. An appointed Board member's term is the same; however, that individual must receive the approval of the Board in order to serve a second two-year term. Elected members must be current parents with children enrolled at SAS; appointed members may or may not have children enrolled in the school. In Spring of 2019 SAS appointed its first alumni to the Board. The Board chair is selected by the Board itself through majority vote. There are currently four standing committees of the Board: Finance, Strategy, Trusteeship, and Audit.

## Campus

The campus has separate buildings for elementary, middle school and high school students, each with large, modern classrooms, science laboratories, project areas and specialized music and art rooms. The campus also boasts two library media centers. A purpose designed library facility for elementary school students includes an iHub and a Tinker Lab, a green room and sound booths. In the high school, there is a black box theatre and purpose-built visual arts classrooms including space for the school's digital film program. The Center for



Inquiry and Design (CID) opened in the high school in the Fall of 2016. In the CID students can flow between areas that have been purposely designed to support the seven key types of spaces of 21st century learning and instruction. These spaces include watching spaces, data spaces, secret spaces, performance spaces, publishing spaces, group spaces and participation spaces. Within these spaces movable furniture that adapts to support multiple learning environments allows for student work and ideas to be generated and displayed on almost every surface of the room. In addition, these spaces are digitally connected to allow for seamless integration of technology that meets the needs of both student and teachers. A key element of CID are the Maker Space and Fab Lab areas which combine both digital and physical tools that allow students to directly work through the design, prototype, redesign process. These areas include state of the art digital design software, 3-D printers, a laser cutter, plasma cutter, drill presses, table saws as well as various hand tools that allows students to literally bring their creations to life. Sports facilities include an outdoor track, extensive playing fields, three gymnasiums, an aquatic center and a baseball and a softball diamond. The Performing Arts Center seats 700 and is large enough to host professional theater, dance, and musical performances. The campus shares an adjoining upper and lower school cafeteria, a central administration building and a support services facility.



## Location

The twenty-nine-acre Puxi Campus is located in Huacao Town, west of Hong Qiao International Airport. Huacao Town has several expatriate housing compounds that provide accommodation for many of the SAS Puxi families. Living nearby allows students to attend after school activities and for parents to be on campus regularly, resulting in the campus having a local community environment. Families also live in the Hong Qiao area and downtown Puxi areas some thirty to sixty minutes from campus.

Shanghai, China's largest city, is a vibrant and modern metropolis, rich in history and culture. It is the financial and commercial center of China with a well-established record of foreign investment. China's rapid growth, industrial expansion, and modernization, that began in the 1990s, changed the face of Shanghai, resulting in modern high rises, international five-star hotels, modern department stores and luxury residential complexes for expatriates and Chinese alike.



## Fast Facts

Year Established	1912
Accreditation Agency	WASC
School type	private, not-for-profit, coeducational, nondenominational, college preparatory, day school, PK-12
Language of Instruction	English
Total Enrollment	2763
Total Enrollment - Puxi Campus	1741
Elementary School Enrollment	1035
Elementary School Enrollment - Puxi Campus	644
Middle School Enrollment	692
Middle School Enrollment - Puxi Campus	447
High School Enrollment	1036
High School Enrollment - Puxi Campus	650
Average Class Size	18
Student Age Range	3 to 18
Average % Home Country Nationals	4.88%
Student Nationalities	41
Percentage of Annual Student Turnover	11.9%

Number of Faculty	363
Number of Faculty - Puxi Campus	225
Faculty Nationalities	24
Faculty Nationalities - Puxi Campus	19
Percentage of Annual Faculty Turnover	13% (5year average)
Number of Board Trustees	11
Tuition (2021 - 2022)	RMB 280,000

---

Follow Shanghai American School to Learn More



## Application Instructions

---

Effective Date: July 2022

Application Deadline: June 30, 2021

Pauline O'Brien, Director of Administrative Searches & Governance Services, will serve as the lead consultant for Shanghai American School High School Principal – Puxi Campus search. She will be assisted by Ms. Ashley Wotowey and other members of the ISS staff.

In **one PDF document**, please send a formal letter of interest (cover letter) specific to this position no longer than two pages, along with your CV (please do not send a CV that has your photo\*) to [execsearch@iss.edu](mailto:execsearch@iss.edu). You will be contacted by Ashley Wotowey regarding the next steps.

Our considerations:

- International Schools Services (ISS) is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided.
- International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Hiring is contingent upon a successful background check.

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as International Schools Services (ISS) and Shanghai American School reserve the right to close the selection process at any time.

\* ISS is committed to "Making a World of Difference" in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. One of our commitments is to remove photos in recruitment files. You can read more about our commitments [here](#).