

## Leadership Posting

### Secondary School Principal Changchun American International School *Changchun, China*

Application Deadline: September 30, 2021

Start Date: August 1, 2022

CHANGCHUN AMERICAN INTERNATIONAL SCHOOL

WWW.CAISSCHOOL.COM

# SECONDARY SCHOOL PRINCIPAL



Changchun American International School (CAIS), an IB World School, is seeking a Secondary School Principal to lead our secondary school in the next phase of its development.

**COMMENCING: AUGUST 1, 2022**  
**APPLICATION DEADLINE: SEPTEMBER 30, 2021**

## The Mission of Changchun American International School is:

With passion, we: Challenge. Connect. Create.



## The Vision of Changchun American International School is:

Changchun American International School inspires its community to become responsible global citizens who will meet the challenges of the future by creating opportunities through a holistic education.

### The CAIS Values are:

- We are **PASSIONATE**

We bring passion to our learning, our work, and our lives. We embrace diversity and strive to excel in our individual and collective passions.

- We **CHALLENGE**

We challenge ourselves, others, and the broader community to continually grow and improve academically, socially, and emotionally.

- We **CONNECT**

We make personal, local, and global connections that inspire us to be responsible global citizens.

- We **CREATE**

We utilize our learning and knowledge to actively create a better today and tomorrow through meaningful action.



# THE SCHOOL AND THE CITY OF CHANGCHUN

Changchun American International School opened its doors to the expatriate community in September 2006. CAIS is the first IB PYP/MYP/DP authorized international school for students in Pre-K to Grade 12 in Northeast China. CAIS offers nearly 40 different courses in a range of languages, some of which include English, German, Mandarin, French, Spanish, Korean, Physics, Chemistry, Biology, Music and Dance. CAIS also has an extensive extra-curricular program including participating in Habitat for Humanity, Model UN and overseas activities in order to provide students with more opportunities for experiential learning.

CAIS also maintains a targeted focus on English Language Learners as most of our students are non-native English speakers studying in an English Language environment. Our school offers an extensive push-in, pull-out model of support across from PYP to DP to provide non-native English-speaking students the tools and support they need to complete the Diploma Programme .

The school is housed in a purpose built, state-of-the-art facility and is set in an over 30,000 square-meter landscaped green area.

Since 2014, Deutscher Schulvere in Changchun E.V. started its cooperation with CAIS and arranged to have Deutsche Internationale Schule Changchun join CAIS as our German Section.

Changchun is the capital of Jilin Province in Northeast China and has a climate of four distinct seasons. It is the home of foreign auto manufactures in China. It has associated businesses that support the auto industry and also manufacture trains for export. Additionally, Changchun is home to several famous and well-established universities. The city is very green, with many gardens and national parks.

Please find out more at:

<https://www.youtube.com/watch?v=b7xQchR1IB8>

## THE CURRICULUM

The school offers the IBPYP, IBMYP and IBDP with instruction in English. An extensive English Language Learners program is provided to students needing additional support. In addition, CAIS provides limited Learning Support for students. CAIS has been granted accreditation by the Council of International Schools (CIS) as a member school in June 2018. Currently, we are working on gaining full accreditation from CIS and WASC. The final accreditation visit is scheduled for October 2022.

## THE FACULTY

CAIS employs 240 staff in total, 80 are expatriates who are faculty members. Ninety percent of the teachers are expatriates with the majority coming from the US and Canada with 20 countries represented.

## THE STUDENT BODY

The average student population for the past 3 years in CAIS has been 520, from Nursery to Grade 12 representing 39 different countries. We are a trilingual school, and the three native languages spoken at school are English, German and Mandarin. The average class size is 16 students.

Changchun has a population of 7.6 million people. It is an up and coming city with much new foreign investment, a beautiful river front and is also recognized by the government as being one of the greenest cities in China.



# SECONDARY SCHOOL PRINCIPAL – MAIN RESPONSIBILITIES



The Secondary School Principal supervises all secondary school activities and is responsible for carrying out the school’s mission and fulfilling its educational objectives. The Secondary School Principal reports to the Head of School.

Accordingly, the Secondary School Principal:

- Supports and advances the Mission and Vision of Changchun American International School.
- Supports student learning and achievement through best practices of educational leadership.
- Supports and promotes the secondary curriculum based upon the IB goals and mission.
- Supports and advances international education.
- Incorporates current research and best practices in decision-making.
- Promotes CAIS as an inclusive, community school.
- Implements and monitors the strategic plans for the school development goals set up by the Head of School and the Board;
- Develops and meets annual goals in support of the overall strategic plan.
- Completes an annual written self-appraisal against annual goals and job description to the Board.

- Takes responsibility for the day-to-day operations of the secondary school.
- Carries out established secondary school policies, reviews school policies and makes recommendations for changes, and keeps the Board informed on all key aspects of the secondary school's operation; keeps up-to-date parent/student and faculty handbooks with recent policies.
- Provides professional leadership in organizing, administering, supervising and evaluating all secondary school programs and activities;
- Supervises and administers educational programming for students and staff. Ensures student learning, encourages professional development and supports and supervises teachers informally and formally through regular visits to secondary classrooms.
- Ensures the occurrence of parent meetings, conferences and timely communication about the secondary school.
- Supports and attends multiple co-curricular and weekend school-sponsored community events.
- Develops and effectively manages the secondary school budget.
- Contributes to the school's accreditation processes.
- Keeps up-to-date with developments in iPad teaching and E-learning.
- Contributes to the work of the Senior Management Team.





## QUALIFICATIONS AND EXPERIENCE

- A highly qualified educational administrator with a minimum of 5 years of leadership experience in a school;
- Knowledge and experience of international schools, and the International Baccalaureate curriculum ;
- Strong management and diplomatic skills and a demonstrated ability to lead and to inspire the teachers and staff;
- Experience with and desire to work in a multi-cultural environment;
- Collaborative leadership style - a team builder;
- A high energy person who will be visible on campus and in the community;
- Demonstrated ability to work harmoniously with highly diverse and multi-cultural constituents: teachers and staff, parents, students, alumni, government officials, communities;
- A decisive and dynamic instructional leader with knowledge of relevant and current best practices;
- The ability to delegate effectively, and the wisdom to determine who needs follow-up supervision and who does not;
- Strong leadership skills: outstanding communication skills (oral and written), ability to motivate and delegate effectively, ability to inspire.

### Compensation and Benefits

Salary is competitive and will be dependent upon the qualifications and experience of the successful candidate. Benefits include furnished housing, car provided by the school, health insurance, annual home leave, relocation allowance, and tuition waivers for dependent children. The initial contract will have a term of three (3) years, with subsequent annual renewal at Board discretion.



## HOW TO APPLY

Application deadline: September 30, 2021

Dr. Ildiko Murray, the Head of School, will conduct initial interviews as applications are received. A committee of teachers, parents, and students in late October will interview semi-finalists via Zoom. The new Secondary School Principal will be selected after the virtual interviews with the community and reference checks. The new principal will start in August 2022.

All applicants should enclose a cover letter explaining their strengths as a candidate and why they are interested in the Secondary School Principal position; full Curriculum Vitae, Statement of Educational Philosophy and Leadership, and a list of 3-5 referees with full contact information.

Interested and qualified candidates should apply directly at [sec-principalsearch@caisschool.com](mailto:sec-principalsearch@caisschool.com), (Applications will be reviewed as they are received).

### CAIS Information



### HR Contact (WeChat)



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### Instructions

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