

## Leadership Posting

### Secondary School Principal American School of Ulaanbaatar *Ulaanbaatar, Mongolia*

Application Deadline: February 28, 2021  
Start Date: August 10, 2021



## **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 Internationally Accredited School in terms of student numbers in Ulaanbaatar, Mongolia.

## **VISION**

To be a community that encourages academic, physical, and creative development, fosters a passion for learning, and inspires intellectual curiosity.

## **MISSION**

We empower our students to acquire and embrace knowledge, be intellectually reflective, be caring and ethical citizens, and lead a lifetime of meaningful work. ASU prepares students through rigorous, student-driven academic and co-curricular programs to succeed in English speaking colleges and universities and to contribute to a rapidly changing global society.

## **ACADEMIC PROGRAM AND CURRICULUM**

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

The School offers a 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. It is also a member of College Board and NWEA (Northwest Evaluation Association).

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 MAP test (Measure of Academic Progress) in three areas: Math, Reading and Language usage to ensure progress. Elementary school utilizes WIDA (World-Class Instructional Design and Assessment) standardized test for admissions and placement, and the Secondary school uses it for admissions in middle school.

The school currently offers the SAT standardized test and the following nine AP courses: 2-D Art, Biology, Calculus AB, Chemistry, Comparative Government, English Literature and Composition, Environmental Science, Physics, and World History.



## **ACADEMIC CALENDAR**

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

## **ELEMENTARY SCHOOL**

Elementary School has 400 students in grades pre-k to grade 5. Foreign students account for 20% of total student population. Each grade has 3 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 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 counseling program and most of the graduates go on to Universities in the United States, Canada and Australia.





## **SCHOOL CAMPUS AND FACILITIES**

ASU is located on a 4 hectare land in Zaisan area, known as 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, 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 laboratory, science labs, art and music rooms. Total capacity of the secondary school is 650 students.

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



## **FACULTY AND STAFF**

ASU has total of 109 employees out of which 44 are foreigner nationals and 65 are Mongolian nationals. Faculty member are 77 and administrative and support staff are 32.

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



## **AFTER SCHOOL ACTIVITIES**

The Elementary School offers variety of inquiry-based nonacademic after school activities on Mondays and Wednesdays. Some activities include yoga, puzzles, board games, art and drawing, soccer, swimming and dodge ball.

The Secondary School offers both academic and non-academic extra-curricular activities such as debate, creative writing, preparation for SAT/ACT, athletic and art program and more.



## **PROFESSIONAL DEVELOPMENT**

The School offers wide range of professional development to both foreign and local teachers.

## **GOVERNANCE AND STRUCTURE**

The School has 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.

Secondary School Principal is supported by Middle School Coordinator, student service officers, business manager, IT and support staff.

## **POSITION OVERVIEW**

The Secondary School Principal is the learning leader and administrative head of the Secondary School. He/She is responsible for the on-going improvement of the school in pursuance of our School Mission and Vision. The Secondary School Principal is supported by a Middle School Coordinator and School Manager, who together form the Secondary 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 and oversight of the 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 school action and strategic plan
- Support the professional teaching staff and teaching assistants through the use of the consistent and goal orientated teacher evaluation system in place
- Lead the recruitment, selection, orientation and the 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.
- Experience in AP classes and tests 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 allowance
- School assigned vehicle
- Free tuition for one dependent
- Settling in advance payment

### **APPLICATION INSTRUCTIONS**

- Start date: August 10th, 2021
- Application deadline: February 28th, 2021
- Please send a formal letter of interest (cover letter), CV and copy of diploma(s) to [boardchair@asu.edu.mn](mailto:boardchair@asu.edu.mn) and [ss.hr@asu.edu.mn](mailto:ss.hr@asu.edu.mn)

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