

## Leadership Search



Director of Student Support Services  
International School of Beijing  
*Beijing, China*

Application Deadline: February 28, 2022  
Start Date: July 1, 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)

## The Position

---

The role of the Director of Student Support Services is to evaluate and enhance the effectiveness of Student Support Services at ISB, provide leadership and technical assistance to English as an Additional Language (EAL) and learning support throughout the school, and assist in developing and maintaining related school policies and procedures. ISB is an inclusive school. The school seeks a professional with experience teaching and/or leading in an inclusive setting, and who is deeply passionate and highly committed to inclusive practices.

### Working at ISB

ISB is a progressive, dynamic workplace where students come first and where teachers and support staff are highly valued for the gifts and talents they bring to these young learners. The school offers many opportunities for professional growth, both on campus and with access to workshops and conferences across the globe.

Faculty and support staff (totaling more than 360) represent numerous nationalities, including many from Australia, Canada, China, France, India, the Philippines, the U.K., and the U.S.

At ISB, you will be part of a great team of professionals providing a learning culture which enhances the students' academic abilities through serving their social-emotional needs and physical health. The school has an unwavering commitment to safeguarding children, providing a safe place to learn and play, surrounded by a team of adults who want only the best for each child. Working at ISB is rewarding (in both a professional and financial sense) because everyone is working towards a common goal – to make ISB the best international school for the community.

Beijing is undergoing an economic, cultural, and artistic renaissance. Only by living in arguably the world's most important city and serving in this remarkable school will you fully understand and appreciate the gifts that Beijing and China can give.

The principles of trust, empathy, and professionalism allow everyone to thrive in their own way at ISB.

### Duties & Responsibilities

#### Administration

- Provide oversight and ensure continuity of Student Support Services programs and processes EY-12
- Strengthen the effectiveness and interconnectedness of EAL, counseling, and learning support services at ISB through
  - Enhanced consistency of referral process across divisions
  - Enhanced identification and screening of children with special needs
  - Enhanced transition of students from division to division
  - Facilitation of Student Support Services quarterly meetings

- Assist principals in clarifying and communicating the process of student referrals, support services, and cessation of services for students to be exited from programs
- Participate in the recruitment, selection, assignment, and evaluation of learning support personnel
- Recommend policies, programs, and procedures essential to the needs of children
- Assist administrators in developing and maintaining related school policies and procedures
- Develop a budget for Student Support Services

#### Consultation

- Consult and support teachers, parents, and administrators regarding healthy and effective ways of dealing with problems in learning and behavior
- Consult with the School Psychologist, learning support, and guidance personnel to develop interventions based on individual student needs
- Help teachers, parents, and administrators to understand child development and how it affects learning and behavior
- Serve on the admissions committee for admission decisions, as needed
- Help students effectively utilize the educational opportunities of the school
- Participate on the Child Safeguarding and Crisis Management teams
- Provide Student Support Services Program orientation to new students, their parents, and new teachers

#### Community Liaison

- Help foster tolerance, understanding and appreciation of diversity in the school community
- Develop partnerships with parents and teachers to create a healthy school culture
- Update teachers and parents about the activities of Student Support Services
- Process referrals to external agencies/professionals, as needed
- Serve as a liaison with community agencies providing support services to students and parents

#### Qualifications & Experience

- Master's Degree or higher preferably in educational administration or special education
- Experience in coordinating or providing oversight of Student Support Services programs and processes including EAL and special education
- Experience with inclusive practices and/or programs
- Experience of managing a team
- Excellent written and verbal communication skills
- Strong team facilitation and problem-solving skills
- Cross cultural experience/understanding a plus

Application instructions found on the final page of this announcement.

## Overview

International School of Beijing is an extraordinary, non-profit school, with a history of excellence spanning more than 40 years. The school's Mission, Vision, and Core Values are fulfilled by passionate, highly qualified educators who all want the best for every student, Early Years through grade 12.

Of utmost importance is the school's strong sense of community and vibrant, culturally diverse campus, where learning is engaging for roughly 1,700 students representing around 50 countries. Research-based programs, high-quality teaching, and outstanding and ever-improving facilities mean students at ISB are being prepared for success in a world that keeps changing at a breathtaking pace.

## Mission & Vision

### Mission

We are an inspiring international community in Beijing, where thinkers and leaders find their place in the world and serve others. So that our learning is at its best, we build strong relationships and set high expectations together. We are committed to challenging and joyful learning with the freedom to explore.

### Vision

Empowered with purpose and compassion.

### EMPOWERED WITH PURPOSE AND COMPASSION

inspiring		international		community	
	Beijing		thinkers		leaders
serve others		find their place in the world		strong relationships	
	high expectations together		challenging and joyful learning		freedom to explore

We are an inspiring international community in Beijing, where thinkers and leaders find their place in the world and serve others. So that our learning is at its best, we build strong relationships and set high expectations together. We are committed to challenging and joyful learning with the freedom to explore.



## The School

### History

The International School of Beijing was the first international school in Beijing and today is recognized as a leading learning community. In its earliest stages, the school was made up of eight students and two certified teachers in the hallway of a diplomatic apartment compound. In 1980, amid the growth of other diplomatic communities, the US Embassy joined with the British, Australian, Canadian, and New Zealand embassies and formally founded ISB.

In 1991, ISB became the first school in Beijing to offer the full Diploma Programme of the International Baccalaureate. In 2007, ISB won full marks from three important accrediting agencies: the Chinese National Council on Curriculum and Textbooks (NCCT); the Council on American and International Schools Abroad (CAISA) of the US-based New England Association of Schools and Colleges; and the Council of International School (CIS), an international, globally focused accrediting agency specializing in international education worldwide.

In January 2002, ISB was permitted to accept expatriate students outside of the diplomatic community. Since then, ISB has flourished and quickly became a respected international school with programs and accreditation worthy of the breadth and depth of its vision.

Today, the school is made up of approximately 1,715 students from Early Years (EY) 3 to Grade 12, with around 50 different nationalities represented in the diverse student body. The school continues to lead in its innovative approaches to learning and educator development.

ISB is proud of the community they have become over the past 40 years, built on the firm foundations put in place by those administrators, faculty, staff, students, and parents who have been part of the school over the last four decades. ISB's commitment is to continue this legacy to ensure they provide excellent learning and opportunities for students in the years to come.



## Curriculum

ISB enjoys a proven track record of excellent learning outcomes, with students attending colleges around the world which are most appropriate for them. The school's commitment to realizing students' potential is built around nurturing the intellectual, physical, social and emotional development of each child. ISB programs equip students to be productive, healthy, and fulfilled young adults, whatever future they choose.

## Students

ISB's whole child approach gives the same priority to young learners' health and character as it does to their academic performance. Students' well-being is a cornerstone to their success and happiness. As they learn to work together, they grow to understand different perspectives and strengthen their social skills. The school nurtures children who develop independence and the ability to make positive, healthy choices. Importantly, they partner with parents to ensure that school is fun, motivating, and a place where every child can turn to a trusted adult for help and support.

## Professional Development

ISB is a community of learners and supports the ongoing learning of faculty and staff through a professional development allowance. The school also hosts a series of visiting experts throughout the school year who offer training not only to the faculty and staff but also to the parent community.

## Governance

ISB is a non-profit school governed by a 12-member Board of Trustees. These 12 volunteers are responsible for setting and approving school policy, overseeing ISB's financial status, recruiting, supporting, and evaluating the Head of School and guiding strategic direction of the school.

The school's parent and student community vote to elect members of the Board. The Board hosts monthly meetings and invites members of the ISB community to attend open sessions



## Grade Level Overviews

### Elementary School

In the Elementary School, ISB cares about students' growth as learners and as individuals who contribute to their community. ISB believes that young people are naturally curious, and they recognize each student as a unique individual with the potential to achieve. Students are empowered to solve problems, question the world around them, and develop and test hypotheses in a collaborative, supportive environment.



Early Year 3 (EY3), Early Years 4 (EY4), Kindergarten, grade 1, and grade 2 focuses on mastering basic learning skills either through the ISB monolingual program or the ISB dual language program. This is a time for young learners to explore ideas, solve problems, and build trusting relationships with peers and teachers. As students learn through inquiry-based activities and structured play, ISB's learning spaces have abundant resources to develop specific skills, spark curiosity, and prompt interactions.

From EY 3 to grade 5, the school recognizes that each student has an individual learning style and that students make progress in different areas at different paces. ISB believes it is their task to align the learning experience with the needs of each student and work closely with parents to support their child's unique learning journey. Additionally, each student engages in Chinese language and culture learning, the arts, and physical education to round out their program.

### Middle School

ISB's Middle School is a time for exploration and personal development as well as for the formation of healthy academic habits. The school believes in strengthening students as well-rounded members of the community who learn through collaborative study and service in a caring environment with enough flexibility for them to experiment and tailor their learning. ISB Middle School students pursue their interests and learn in a way that is relevant to them.



Many of the core subjects are divided into theme-based units, which allows students to engage with elements that spark their imagination. In other subjects, students can evaluate their academic performance and choose a track that will challenge them at an appropriate level. With a high degree of project-based learning and integration across disciplines in the Middle School, educators work together in small teams to monitor student progress and ensure academic differentiation in accordance with individual ability.



## High School

In the High School, ISB's role is to nurture the talents of their students and develop their skills through authentic learning experiences that ensure they are engaged members of society. ISB's approach places value on the student's health and character development along with their academic performance. Outcomes matter at ISB and the school believes successful students are not defined solely by their attainment in tests and exams, but also by their integrity, empathy, and sense of teamwork. ISB offers a tailored education to prepare young people for achievement and success whatever future direction they choose.



The ISB academic program balances the breadth of the International Baccalaureate (IB) Programme with a choice of courses to suit individual student interests. The High School diploma program is a four-year university preparatory course of study that develops students as learners and as individuals.

Meanwhile, the High School's after-school activities provide opportunities for students to excel in sports and performing arts. The school also encourages all learners to take part in a service project or join a community group. These collaborative projects are devised around a common interest and develop real-life skills through learning that integrates different academic subjects.

In grades 11 and 12, students elect to study the IB Diploma Programme or construct a personalized program, from a combination of IB courses, ISB courses and online courses around their interests and talents. ISB is confident that its flexible, interdisciplinary, and project-based approach in High School makes for well-rounded, healthy students capable of excelling in many fields.

## Campus

ISB has state of the art, sustainable, award winning facilities. The 32-acre campus, close to popular expat residential compounds, plays host to superior facilities:

- 2 purpose-built sports domes providing over 8,500 m2 of space
- A pharmaceutical-grade (H-14) air filtration system ensures exceptionally high air quality in all indoor areas, averaging an AQI level of 1 throughout the school
- 665-seat sports stadium, including running track and rugby pitch
- 12 state-of-the-art science labs
- 4 fully equipped gyms (one with a climbing wall)
- Flexible learning spaces, including design labs and 'collaboratories.'
- 2 library-media centers with more than 82,000 volumes and over 160 magazine subscriptions
- Performing arts wing consists of a 600-seat theater, an elementary school theater, Black Box theater, rehearsal spaces, recording studio, dance studios, and studio stage



## Location

ISB benefits from its location in Beijing, China's ever-evolving capital and cultural center. As one of the world's great ancient capitals, Beijing is a vibrant modern city where tradition embraces modernity. Ancient palace complexes stand side-by-side the city's impressive skylines. Fast-food restaurants and luxury outlets share the urban landscape with street hawkers and people practicing tai chi in parks. Bicycles and tricycles jostle with SUVs and trucks on the city's ring roads. Living in Beijing provides intimate insight into China's great transformation and rise in the 21st century as the world's second-largest economy and influential global power.

ISB is conveniently located among one of Beijing's most popular expat neighborhoods in the city's northeast Shunyi District. Parks, international medical clinics, and supermarkets stocked with imported groceries are all just a short stroll away. While the local area has developed considerably since ISB established its campus in Shunyi more than a decade ago, it still retains its quaint charm that makes it a great place to live for singles, couples, and families.



## Fast Facts

Year Established	1980
Accreditation Agency	NCCT; NEASC; CIS
School type	Non-profit
Language of Instruction	English
Student Age Range	3-18
Total Enrollment	1701
Elementary School Enrollment	757
Middle School Enrollment	474
High School Enrollment	470
Percentage Home Country Nationals	13%
Student Nationalities	38
Percentage Annual Student Turnover	8.85%
Average Class Size	12-22
Student to Teacher Ratio	1:8 ½
Number of Faculty	212
Faculty Nationalities	20
Percentage Annual Faculty Turnover	21%
Number of Administrators	22
Number of Board Trustees	12
Tuition (2021 - 2022)	210,910 CNY – 314,240 CNY

## Follow International School of Beijing to Learn More

---



## Application Instructions

---

Effective Date: July 1, 2022

Application Deadline: February 28, 2022

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for International School of Beijing Director of Student Support Services search. She will be assisted by members of the ISS Administrative Search Team.

### **Instructions for Former Candidates**

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit here is the [link](#) to get started! You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply to this position:

[International School of Beijing Director of Student Support Services](#)

### **Instructions for New Candidates**

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. You are not required to pay for your profile in order to apply for this position. However, if you are interested in the \$75 candidate membership option, you can upgrade to a full membership at any time.

Once you are logged in, please select the following link to apply to this position:

[International School of Beijing Director of Student Support Services](#)

### **Instructions for ISS EDUrecruit Candidates**

If you already have an ISS EDUrecruit account, [here](#) is the link to login.

Once you are logged in, please select the following link to apply to this position:

[International School of Beijing Director of Student Support Services](#)



ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step in our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles. As such, we request the resume and cover letter you upload to your candidate profile not include your photo. \*

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 apply as early as possible, as International Schools Services (ISS) and International School of Beijing reserve the right to close the selection process at any time.

**Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.**

\* 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. You can read more about our commitments [here](#).