

Leadership Search



High School Principal International School of Beijing *Beijing, China*

Application Deadline: October 28, 2022
Start Date: July 2023

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

Desired Qualities and Qualifications

The High School Principal serves in all matters as the educational leader of the High School. The Principal ensures that all programs and practices of faculty and staff support the school's mission and vision and that all students, on a day-to-day basis, are provided with an excellent educational program.

Duties & Responsibilities

Leadership and Management

- Provide principled, effective educational leadership to the High School division
- Hire, welcome, and mentor new faculty and staff into the ISB system of teaching and learning
- Develop collaboration and support of students, faculty, and staff in the major decisions affecting the division
- Demonstrate and model traits for ISB community members
- Support classroom experiences that drive strong student outcomes for all learners
- Create a caring atmosphere for all students, faculty, and staff
- Drive and support students, faculty, and staff members to reach their full potential
- Under the guidance of the Chief Financial Officer, responsibly manage the program budget
- Establish annual goals and work plans that are consistent with and support the school's Strategic Plan
- Serve as a contributing member of the school's senior management team

Communication

- Communicate effectively with students, faculty, support staff, parents, colleagues, and the broader community
- Seek the involvement of community members in a wide variety of school activities
- Connect with faculty, staff, students, and parents professionally and personally to ensure great experiences for all members of the HS community

Staff Development

- Develop, evaluate, and retain the best educational professionals to ensure excellent teaching, effective learning, and supportive teams at all levels of the HS
- Mentor and encourage professional growth and career advancement in all members of the HS
- Ensure that all teachers and support staff have a clear understanding of performance expectations and strive for excellence in classroom instruction
- Develop the leadership capabilities of teachers so that instructional leadership becomes a shared responsibility

Curriculum Leadership

- Use data to improve student learning
- Be an active participant and supporter of the co-curricular activity programs and parent events which provide opportunities for each student to “reach his or her unique potential”
- Engender high level of interaction and support of teaching and learning from the entire Student Support Services team
- Support curriculum development and assessment that drives strong student outcomes for all learners

Qualifications & Experience

Education

- Minimum master’s level or equivalent plus school leadership credentials

Knowledge and Experience

- At least five years as a successful high school teacher and at least five years as a successful high school principal or assistant principal
- Overseas international school experience preferred, and/or demonstrated success in a multi-cultural school environment that has included other language learners
- Experience in supervising academic and program development and facilitating the implementation
- Strong experience in the development of curricular initiatives
- Proven track record in leading change and school improvement initiatives
- Experience in staff supervision and evaluation, with demonstrable knowledge of supervisory and administrative theory and practice
- Strong commitment to, and proven record of, fostering community involvement and support
- Knowledge of IB Diploma

Application instructions are found on the final page of this announcement.



The School

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.

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.

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.

Curriculum

ISB enjoys a proven track record of excellent learning outcomes, with students attending colleges around the world that 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.

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 the 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.



The Academic Program

Early Years/Elementary School

Elementary 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 focus 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. ISB 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 EY3 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.





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. 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. 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.



The Community

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. 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.

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. 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. 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. 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.





Faculty

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, Ukraine, Colombia, Singapore, the U.K., and the U.S.

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.

Student Wellbeing

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

Follow International School of Beijing to Learn More





The 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

Living in Beijing

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 with 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 the quaint charm that makes it a great place to live for singles, couples, and families. 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.

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	1714
Elementary School Enrollment	754
Middle School Enrollment	452
High School Enrollment	487
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	220
Faculty Nationalities	24
Percentage Annual Faculty Turnover	21%
Number of Administrators	22
Number of Board Trustees	12
Tuition (2021 - 2022)	216,500 CNY – 322,020 CNY

Application Instructions

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

Interested candidates should apply through the ISS EDUrecruit portal, where you will be prompted to submit the following confidential materials: [October 28, 2022](#)

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory references requests to your EDUrecruit profile from the last seven years, including one from your current post

Candidates New to ISS EDUrecruit, register for an account to apply for this position using this [link](#). *
To apply in EDUrecruit, click here: [International School of Beijing | High School Principal](#)

Candidates Already Registered with ISS EDUrecruit, log into your account [here](#). *
To apply in EDUrecruit, click here: [International School of Beijing | High School Principal](#)

*There is no fee to apply for this position. If you are interested in full candidate membership so all schools can access your profile, you can upgrade at any time for USD\$75. *

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and the International School of Beijing (ISB) reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact execsearch@iss.edu.

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. Our screening process 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, and we also reserve the right to withdraw an applicant's candidacy at any time should the information be forthcoming that may suggest the candidate is not suitable to progress in the process. Hiring is contingent upon a successful background check.

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](#).