

Leadership Posting

Director of Academics
YingHua International School
Kingston, New Jersey

Application Deadline: June 19, 2023
Start Date: August 2023

ISS is pleased to announce this leadership vacancy.

Learn more about how ISS works with international schools around the globe to fill leadership positions. www.iss.edu/services/administrative-recruitment



DIRECTOR OF ACADEMICS

Qualifications

- Commitment to the mission and values of YingHua International School.
- Robust interpersonal skills in Mandarin and in English.
- Experience with educational leadership, curriculum development, and the evaluation of programs.
- Demonstrated experience leading diverse teams.
- Demonstrated capacity to think strategically and lead professional-development efforts.
- An advanced degree in education, school leadership, and/or an applicable field is preferred.
- Awareness of the tenets of International Baccalaureate P.Y.P. and M.Y.P. programs is preferred.

Job Responsibilities

- Maintain alignment between YingHua's board-approved mission statement and all academic activities for students aged eighteen months through eighth grade.
- Review and evaluate academic programs.
- Direct and monitor the activities of our subject-area advisers, International Baccalaureate coordinators, and other academic-support staff.
- Observe and supervise staff members in developing and implementing our curricula.
- Provide instructional coaching to classroom personnel related, but not limited, to pedagogy, classroom management, and school procedures.
- Ensure that staff members maintain complete academic records for their students.
- Ensure that staff members use appropriate methods to assess student achievement.
- Systematize and monitor grading and progress-reporting criteria and standards.
- Plan for needs-based professional development for all instructional staff.
- Work with our head-of-school to recruit teachers and classroom staff and evaluate teacher performance.
- Offer hiring and retention recommendations to our head-of-school, prioritizing our school's instructional mission and our diversity initiatives.
- Assist our head-of-school in assigning academic roles.
- In collaboration with our associate heads of our Laurel and Mapleton Campuses, provide for the academic support of students by developing plans for their education and for the assessment of their progress.
- Communicate with students, classroom staff, administrative and supervisory colleagues, head-of-school, and parents, and, when invited by our head-of-school, with our board of directors; communicate, as well, with other schools to share information and ideas.
- Help create a nurturing, supportive, healthy educational environment, and organizational culture.



YING HUA
INTERNATIONAL SCHOOL
English-Chinese Immersion School of Princeton
Excellence • Diversity • Integrity • Compassion

25 Laurel Avenue, PO Box 88
Kingston, NJ 08528
609.375.8015
info@yhis.org
www.yhis.org



An International Baccalaureate World School Primary Years Program

Application Instructions

Start Date: August 2023

Application Deadline: **June 19, 2023**

In one PDF document, please submit the following to Dr. Robert A. Ginsberg, Head-of-School, at bob.ginsberg@yhis.org:

1. Letter of Interest specific to this position.
2. Recent, updated curriculum vitae/resume (without photo).
3. Up-to-date list of a minimum of three supervisory references, including contact information.

You will be contacted regarding the next steps to follow for consideration. Applicants are asked to submit their documentation as early as possible, as ISS and Y.H.I.S. reserve the right to close the selection process at any time if an ideal candidate is found before the deadline.