



Making a world of difference

ISS Administrative Searches is pleased to announce...

Shekou International School

Shenzhen, China

Seeks Secondary Principal

**Application Deadline:
Thursday, November 1, 2018**

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Shekou International School of Shenzhen in the People's Republic of China seeks a new Secondary Principal

After six successful years, Mike Livingston is leaving for new challenges. We seek an experienced and enthusiastic leader of people to continue to build the secondary school program.

Please see the Job Description below for details of the position and visit the school website at <https://www.sis-shekou.org> to become familiar with the school.

Please submit to recruitment@sis.org.cn

1. Letter of application outlining how your experiences and philosophy will allow you to meet the responsibilities of the position in our school
2. Current resume
3. List of three professional references and their contact details

Our Process.

- We will receive applications until the 1st November 2018.
- Applications will be processed as they are received ,and referees contacted immediately for candidates who progress to the next stage.
- Interviews will be held for shortlisted candidates in the first half of November.
- A school visit is planned for the recommended applicant(s) in the second half of November to complete the process.
- We reserve the right to close the search process early if the right candidate is found.

Why apply for this Vacancy?

This year we celebrate 30 years of providing expatriate students with the highest standard of education within a truly international experience. Our staff and students come from more than 40 nations to live here in Shekou, which is where the innovation and vibrancy of China is most active.

Our mission is to provide students a rigorous education and to do so in a caring and nurturing community. Our students are our best representatives of this mission as they enter great universities and achieve success in a wide array of contexts. The Secondary School has a fantastic community feel, and the students have achieved outstanding results in the IBDP. This comes from the partnership within the staff, and with the parents. If you enjoy seeing children succeed and want to work with a committed and professional staff, SIS is worth your consideration.

Student-centred approaches are at the heart of how our teachers work with each student - from early childhood to graduation. We are a PYP and DP school with a strong middle school approach in between. Your colleagues in the Primary School are keen to collaborate and the leadership team is a cohesive and mutually supportive group. We are one school even though we are spread across two campuses. The secondary campus, situated right on the Shenzhen Bay is part of the appeal of the position, with views of the water and large open teaching spaces.

We continue to grow after thirty years of sustained excellence. We know that we will always be able to improve and enhance our work as educators and our culture is supportive of risk taking and innovation. You'll have two great assistant principals to work with and a strong faculty who are good at taking leadership themselves and collaborate willingly. We are known as a hub of professional learning and intend to continue to build that reputation through hosting and engaging in learning activities.

Your family will enjoy living in Shenzhen and experiencing the region. Shekou is the international hub of the city and has a terrific food and entertainment vibe. You are surrounded by an eclectic mix of restaurants and there is easy access to the rest of the city via the metro. Your faculty live in apartments close to the school, many of which overlook the bay to Hong Kong, which is only an hour away. This is a modern and surprising city where you can be safe and well cared for.

This is an International School Services (ISS) owned school. That means ownership by a not-for-profit foundation. That means that the income of the school goes into what is best for the students. We are seen as the flagship school for ISS and that means we get to promote and innovate around great teaching and learning. For example, we are the base for Level 5, an ISS PL hub. All of this just adds to what is already a very enjoyable and rewarding professional experience.

Come join us.

Job Description: Secondary School Principal

GENERAL RESPONSIBILITIES AND DUTIES: The Secondary School Principal serves as the instructional leader of grades 6-12 and is responsible for the total operation of the Secondary School, including the administration and supervision of all phases of the instructional program and management of the facility. The Secondary School Principal shall provide leadership to the Secondary School staff and faculty, administrative and supervisory skills for the educational development of students, and promote parent and community involvement.

SCOPE OF RESPONSIBILITY: The Principal directly supervises all staff assigned to grades 6-12.

REPORTING ACCOUNTABILITY: The Principal is directly responsible to the Head of School.

COMPENSATION: Highly competitive salary and benefits package.

QUALIFICATIONS AND EXPERIENCE

- A Master's Degree preferred with specialization in education, administration, or related fields.
- At least five years of relevant school teaching experience.
- Ability to establish and maintain effective working relationships with school stakeholders.
- Experience in implementing the principles and current trends in education, curriculum, IB DP program, staff development, essential elements of instruction, and supervision.
- Personal qualities associated with good human relations and interpersonal relations.
- Qualities in shared decision making skills in order to be effective member of the leadership team.
- Ability to lead staff toward instructional improvement and conduct staff development sessions.
- Ability to prioritize, pay attention to detail, meet deadlines and work effectively under pressure.
- Demonstrate a high level of commitment to education and professionalism.
- Fluency in both written and spoken English.
- Previous experience as a principal preferred.

MAJOR DUTIES AND RESPONSIBILITIES

- Coordinate and supervise all activities and programs conducted in grades 6-12.
- Evaluate the implementation of programs in grades 6-12 and provide professional learning as needed.
- Recruit high quality school staff.
- Evaluate the performance of all staff, guide improvement, and provide leadership as necessary.
- Contribute to school-wide leadership and planning as part of the leadership team.
- Oversee proper utilization of facilities.
- Be responsible for the overall achievement, welfare and conduct of students in grades 6-12.
- Promote and maintain strong parental and community involvement.
- Other duties as assigned by the Head of School.

TERM OF EMPLOYMENT: Two year contract, 220 days per year.

(This position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SIS to only the work identified.)

How to apply

See our school website and explore our programs and other information at <https://www.sis-shekou.org>

Contact the Head of School, Greg Smith at gsmith@sis.org.cn or the current Secondary Principal, Mike Livingston at mlivingston@sis.org.cn with questions.

ISS Administrative Searches is proud to assist Shekou International School with their search for a Secondary Principal.

Application Instructions:

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