



## **Hangzhou International School Job Description**

**TITLE: Lower School Vice-Principal & PYP Coordinator**

### **QUALIFICATIONS**

- 10 years teaching experience in Grades ECE-5
- Master's Degree in Education and/or Administrative Certification (or in process thereof)
- Ability to learn new computer programs and apply current tools of technology
- Educational leadership experience (vice-principalship, coordinator, department chair, or team leader)
- Strong written and oral communication skills
- Excellent inter-personal skills which allow candidate to work effectively with students, parents, teachers, and other administrators
- Commitment to Board of Directors' Vision and ability to support the direction of the school in both words and action
- Experience in the IB PYP or inquiry-based learning pedagogies
- Experience and knowledge of curriculum design and development
- Evidence of continued relevant professional development, including significant IB training

### **PREFERRED**

- Experience in an international school environment
- Experience in leading change

### **PERSONAL QUALITIES**

- Organized and able to prioritize workload
- A demonstrated and genuine liking and appreciation of children
- Flexible and adaptable
- Resilient
- Sense of humor
- High standards and expectations
- Motivated

**REPORTS TO:** Lower School Principal

**SUPERVISES:** All staff as assigned by the Lower School Principal

### **PRIMARY ROLE:**

Under the direction of the Lower School Principal, and as a member of the pedagogical leadership team, the Vice Principal (Curriculum) will perform the role of PYP Coordinator as well as assisting with administrative responsibilities that increase the scope of support to students, teachers, and parents at the Lower School.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

The Vice Principal, alongside the Lower School Principal, will act as the pedagogical leader of the PYP in the school. The position holder will have a commitment to collaborative planning and is responsible for ensuring that pedagogical aspects are discussed, information is disseminated and the PYP is planned, taught and assessed collaboratively. The Vice Principal (Curriculum) is responsible for:

- Liaison between IBO and school
- Defining the culture of school (based on the PYP learner profile)

- Developing the program and its whole-school implementation
- Facilitating inquiry
- Promote international-mindedness in the school
- Articulation of the program
- Professional development: workshops, conferences, school visits, induction; IB networks
- Planning and delivering in-house Professional Development sessions
- Supporting the IB authorization and evaluation processes
- Collect, analyze and use student assessment data as a means of identifying areas for student development and growth
- Recording, collating and archiving materials, including recording the PYP exhibition
- Contributes to the development of and implementation of assessment policy and guidelines
- Fosters development of the learner profile attributes through the written, taught and assessed curriculum.
- Promotion of international mindedness and understanding of different perspectives.

#### **OTHER RESPONSIBILITIES**

- Serves as administrator in charge in the absence of the Lower School Principal.
- Develops and monitors the daily school schedule and all staff duty schedules.
- Conducts staff evaluations in coordination with the Lower School Principal.
- Support all aspects of day-to-day management of Lower School including supervision of students, maintenance requests, facilitation of major events (Parent Coffees, Conferences, Back to School Nights, Promotion Ceremonies).
- Assist in student data collection and analysis.
- Assist in the checking of reports
- Act as a resource to the community for ManageBac and other digital information systems.
- Schedule and facilitate administration of standardized testing (WIDA, NWEA, etc.)
- Serve as administrative representative on various task forces, school-wide initiatives.
- Assist the Director of Schools and Principals in interpreting the school educational program to teachers, parents, and community.
- Provide campus tours and program information to prospective families.
- Develop professional skills appropriate to job assignment.
- Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
- Any other tasks assigned by Director of Schools or Lower School Principal.

#### **TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board in accordance with local Chinese law, and school policy.

#### **EVALUATION:**

Performance of this job will be evaluated on an annual basis in accordance with provisions of the Board's Policy. The primary evaluator will be the Director of Schools with input from the Lower School Principal and the faculty/staff, parents and students of the school.

#### **HIS BELIEVES:**

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or HIS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.