



Hangzhou International School

Job Description

TITLE: ECE Coordinator

QUALIFICATIONS:

- Advanced degree in education (preferably ECE focus and administrative credential included)
- Minimum 10 years teaching experience
- Demonstrated skill in the collection, analysis and reporting of meaningful data to stakeholders
- Strong command of the English language
- Superior organization and communication skills

PREFERRED

- Certification from host country in Educational Leadership and/or PTC International School Leadership certification
- Experience in an international school environment
- Experience in leading change
- Experience teaching/leading IB Early Years PYP

REPORTS TO: Lower School Principal

SUPERVISES:

All staff assigned to the division. Provides input on supervision involved with faculty, building facilities, operations and personnel such as librarian, tech assistant, secretarial staff, et al.

JOB GOALS:

- To facilitate the effective daily operation of the ECE campus in accordance with the HIS Vision/Mission/GLTs
- To grow the student enrollment and collaborate on all aspects of student admissions and placement at the ECE division level
- To serve as a coordinating member of the campus administrative team
- To serve as a representative for the school in the wider school community including PAFA, especially as relation to the ECE division
- To maintain and build on the existing excellence on the ECE campus
- To supervise and maintain successful academic programs, with specific responsibility at the ECE level
- To advise and assist the Director of Schools and Board of Directors with development plans related to ECE building and program development
- Excellent inter-personal skills which allow candidate to work effectively with students, parents, teachers, and other administrators

PERFORMANCE RESPONSIBILITIES:

1. Provide overall leadership, direction, and monitoring for the implementation of a quality curriculum and instructional program on the campus.
2. Maintain and uphold HIS School Policy, and communicating any policy proposals or

considerations to the Director of School.

3. Seek to promote school-community relations, and improve external community perceptions of the schools programs through an effective public relations campaign.
4. Work with the Director of School and Lower School Principal to ensure that adequate supplies/materials are available for implementation of the instructional program on the campus.
5. Review relevant teachers and specialist schedules for effectiveness and efficiency.
6. Monitor the acquisition and distribution supplies and resources for the building.
7. Coordinate, with administration, the training and staff development activities for division faculty and staff.
8. Work in conjunction with the Director and Lower School Principal to ensure that an effective staff development program is conducted for the campus.
9. Ensure the development of duty schedules and responsibility assignments.
10. Supervise the work of all assigned division staff and faculty.
11. Coordinate all campus communications assuring that parents are kept informed of student progress consistent with the goals and policy of HIS.
12. Serve as primary liaison with ECE PAFA in keeping with school policy on its role in the overall school goals. Promote contacts with businesses, relocation companies, community organizations and consulates to promote the school.
13. Ensure that all ECE field trips and excursions comply with school policy and budget procedures.
14. Monitor ECE maintenance and facilities. Liaise with Operations and support staff, both on campus and in consultation with the Lower School Principal and Director of School.
15. Monitor building safety and security protocols with an eye to published school policy and procedures.
16. Supervise all ECE communications (internal and external), in coordination with the Director of School, Director of Admissions and Community-Relations and Lower School Principal.
17. Monitor ECE transportation issues, both on campus and in consultation with the Director of School and Upper School Principal or designee.
18. Monitor and support the campus Admissions/PR Officers and Admissions secretaries, including communications marketing and public relations goals.
19. Coordinate with the Admission/PR Officers for all campus events that parents attend.
20. Monitor the ECE website pages to make sure it is accurate and up to date.
21. Other duties as assigned.

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 by the Lower School Principal in collaboration with the Director of School.