



**Guangzhou Xiang Jiang International
High School (in Guangzhou, China)
is looking for a talented
new principal for 2019-20**



Xiang Jiang International High School (XJIHS), a partner school with East Lyme High School in Connecticut, USA, is seeking a Principal for the 2019-20 school year. This twelve-month position begins August 1, 2019.

XJIHS is part of a private boarding school (Xiang Jiang Secondary School) established in 2008. The campus is located on Jade-Green Island, 20 miles (30 km) from downtown Guangzhou, in southeastern China's Guangdong province, which is also home to Hong Kong. Jade-Green Island is a quiet, private, and very attractive residential area. Xiang Jiang Secondary School currently employs more than 100 teachers and staff members serving approximately 1,200 middle and high school students. The campus covers an area of more than 100 acres, with a variety of facilities and advanced equipment, allowing XJHS to ensure a top-tier international educational experience for all its student and staff. The International School was completely renovated during the summer of 2018, and all academic and support programs were consolidated into a single, independent facility.

Since 2013, Xiang Jiang Secondary School has benefited from a partnership with East Lyme High School in Connecticut, USA, and the two schools developed the XJ-EL American High School Program. With a rigorous curriculum, a variety of Advanced Placement (AP) courses, and a flourishing international college preparatory program, XJIHS is able to work with each student to attain enrollment in a well-known overseas higher education institution upon graduation.

Academic Development Responsibilities:

General:

The primary responsibility of the Principal is the educational leadership and management of the school. The Principal supervises and works in cooperation with the International High School Administrative Team (Assistant-to-the Principal, Dean of Academics, Dean of Students). The XJHS Principal reports directly to the Xiang Jiang Schools Group Principal.

Educational Leadership:

- Keeper of the Vision---in a continuous cycle of improvement, the Principal develops, implements and revises the strategic, long-term improvement plan of the International High School.
- Ensures the school's mission statement and values are communicated in all publications, written and digital, to students, parents, and the public.
- Participates in special marketing, recruitment and enrollment activities.

- Uses all relevant data to make evidence-based decisions.
- Oversees use of QuickSchools, a cloud-based student management platform.
- Arranges administrator, teacher and office staff training.
- Supervises and evaluates all administrative, teaching, and office staff, or designates as appropriate. Uses a hybrid staff evaluation model based on the research of Charlotte Danielson and John Saphier.
- Maintains and revises *Teacher Handbook* as necessary.
- Recruits, screens and hires all foreign teachers, and, when possible, Chinese teachers, in conjunction with relevant Department Chairs and the IHS Admin Team.
- Sets priorities and plans for all professional development of administrators, teachers and office staff, in alignment with long-term school improvement plans.
- Oversees curriculum development and implementation process, in cooperation with the Dean of Academics and the Department Chair Team. Highest priority for school years 2018-19 and 2019-2020 is the successful development and implementation of a new Advanced Placement Capstone Diploma Program.
- Ensures high-quality instruction and assessment based on best-practice pedagogical design and strategies. Embedded professional development titled “XJ Teacher Challenge: From Lecture to Understanding” being initiated academic year 2018-19.
- Supervises and evaluates student support programs, such as: college counseling, academic support systems, TOEFL/SAT tutorial, and teacher advisory & mentoring.
- Promotes International Exchange Programs in conjunction with SPIRAL International and the East Lyme, Connecticut, USA *Three Year Compact*.
- Coordinates mid-level curriculum programs, especially American & UK Culture.
- Develops and maintains strong relationships with XJ Middle School administration and teachers, Campus Administration officials, and SPIRAL International leadership.

Management:

- Uses school budget funding efficiently and aligns expenditures to long-term school improvement plans.
- Supervises XJIHS facility adherence to safety guidelines, classroom environment management policies and procedures, and alignment with academic support programs goals and framework.
- Provides appeal-level student management following teacher and Dean of Students interventions.
- Maintains and revises *Student Handbook* as necessary.
- Is highly visible in classrooms, hallways, and other common areas; regularly practices MBWA --- Management by Wandering Around.
- Develops appropriate personal relationships with students and parents.

Personal

- Models the highest level of personal deportment and morality.
- Observes and respects cultural norms.
- Public speaking/presentation skills: clear, concise written and spoken expression.

A qualified candidate will:

- Be an experienced ground-level U.S. or foreign high school Principal, ideally with experience as a high school Principal in an international context.
- Have a Professional Administrator License.
- Have an M.A. degree in School Administration and/or Curriculum.
- Have international experience through travel, study or work. Knowledge about the overall operation of a Chinese high school would be a plus.
- Have knowledge of the Advanced Placement curriculum, including the new AP Capstone Diploma Program (and ideally have personal AP curriculum experience as a teacher and/or an administrator).
- Be able to make a two-year contract commitment.

Salary and Benefits include:

- Salary: ¥45,000 – ¥60,000 RMB per month pre-tax (equivalent to \$6,923 USD - \$9,230 USD), or an annual base salary of \$83,076 - \$110,769 USD (pre-tax), based upon qualifications.
- Two round-trip international air tickets per school year (up to ¥20,000 RMB or \$3,225 USD).
- Housing allowance of ¥2,400 RMB per month (alternative options available).
- Free shuttle pass to downtown Guangzhou.
- Holiday bonus (up to ¥9,500 RMB, equivalent to \$1,532 USD).
- Basic insurance package provided.
- Work visa provided.
- Holiday gifts, summer and holiday trips, office supplies, etc.

Application Process

Email the following documents to admin@spiralinternational.org:

- ✓ your resume,
- ✓ a cover letter stating your education philosophy and the reasons for your interest in working at XJIHS,
- ✓ three letters of reference,
- ✓ a copy of your U.S. Principal's License or your U.S. Secondary Education/Central Office Administrator Certification, and
- ✓ unofficial copies of your transcripts.

For more information, visit <http://www.spiralinternational.org/en/employment> or contact Michele Hirsch using the email address above.

Review of applications begins immediately.

Position open until filled (or recruitment canceled).