



## **Principal for International Division at Guangzhou Xiangjiang Secondary School in Guangzhou, China**

Guangzhou Xiangjiang Secondary School, with its well-established XJ-EL American High School Program, is seeking a Principal for International Division. This is a twelve-month position.

The Principal for International Division will lead the academic and student management for the International Division, including academic affairs, teacher training, student management and foreign teacher hiring.

Guangzhou Xiangjiang High School (hereinafter referred to as XJHS) is a private boarding school established in 2008. It is located on Jade-Green Island, 20 miles (30 km) away from downtown Guangzhou. It is a residential area with natural scenic attractions. XJHS currently has more than 100 teachers and staff members serving approximately 1,200 middle and high school students. Its campus covers an area of more than 100 acres, with a variety of facilities and advanced equipment.

XJHS provides students with Advanced Placement (AP) courses. Since 2013, XJHS has been in an established partnership with East Lyme High School in Connecticut and developed XJ-EL American High School Program. With the most qualified international college preparatory program, XJHS ensures that each student will be enrolled in a well-known overseas higher education institution upon graduation.

### **Salary and Benefits include:**

- a. Salary: 45,000 RMB – 60,000 RMB (equivalent to 6,923 USD - 9,230 USD) per month (pre-taxes), or annual salary 83,076 USD - 110,769 USD (pre-taxes), based on qualifications.
- b. Two round-trip international tickets per school year (up to 20,000 RMB or 3,225 USD)
- c. Housing allowance: 2,400 RMB per month for 12 months
- d. Free shuttle pass to downtown Guangzhou
- e. Holiday bonus (up to 9,500 RMB, equivalent to 1,532 USD)
- f. Insurance package (2,000 RMB, equivalent to 322 USD)
- g. Holiday gifts, summer and holiday trips, office supplies, etc.

### **The responsibilities of the Principal for International Division:**

The International Division Principal reports to the Vice Principal of Guangzhou Xiangjiang Secondary School. Responsibilities include, but are not limited to:

- 1) Provide guidance for further development of academic structure, including curriculum and co-curricular and academic policies for the XJ-EL American High School Program.
- 2) Provide academic supervision for all teachers, including overseeing teacher performance, evaluation, professional development, and interaction between Chinese and foreign teachers.
- 3) Provide administrative support for all teachers, including coordinating schedules of academic and co-curricular activities and the joint use of personnel and facilities.

- 4) Provide supervision of student services and management.
- 5) Provide assistance in program promotion and student recruitment.

Other Duties:

- 1) Function as an active member in the school leadership team to attend school academic and administrative meetings with administrators, teachers, students and parents.
- 2) Participate in discussions that address issues related the healthy environment of the learning community and the wellbeing of students and faculty members.

The successful candidate must demonstrate a strong commitment to academic excellence and the personal growth of every student, successful experience with English language learners, staff development, curriculum development and implementation, and high school program design.

### **Qualifications**

- A. Bachelor's degree from an accredited college or university and Master's degree or greater in Education or related field;
- B. Minimum 8 years of experience teaching or a combination of teaching/administration in an American secondary school;
- C. Minimum 5 years of experience in school administration, with an American principal license or a secondary education central office administrator certification in the United States;
- D. Successful leadership and management experience;
- E. Experience in an international school is preferred;
- F. Knowledge about the overall operation of a Chinese high school is a plus.

### **Application Process**

Application package needs to include the following items:

- A cover letter that indicates applicant's educational philosophy and explains your interest in working at Xiangjiang High School (XJHS), Guangzhou, China
- Resume
- Three letters of reference
- A copy of American principal license or US secondary education central office administrator certification
- Official transcripts

Email the application package to [admin@spiralinternational.org](mailto:admin@spiralinternational.org).

Or, mail the application package to:

Lauren Chapman  
SPIRAL International  
7 Kilburn Street, Suite 209  
Burlington, Vermont 05401 USA

For further information, please contact Lauren Chapman at SPIRAL International:  
[admin@spiralinternational.org](mailto:admin@spiralinternational.org)

Position open until filled (or recruitment canceled).