



EXPATRIATE TEACHERS RECRUITMENT FOR Griffin International ACADEMY

Background

Griffin International Academy: GreatChina's first residential k-12 school located in Longquan District, Chengdu will open its doors in Sept 2018. With the investment of 200 million RMB, Griffin plans to take in 800 students (300 for Grade 1~6, 100 for Grade 7~8 and 400 for Grade 9~12). Griffin covers approx 54,512 sq. meters (81.85 mu) of land.

Our goal in offering residential K-12 program is to encourage the development of thriving vibrant communities where students practice respect and humility towards one another. The vision of Griffin International Academy is developing generations of independent thoughtful leaders for global impact. Our mission is to integrate Chinese philosophies in global education. We plan to accomplish our vision and mission by hiring mentors as teachers. We are looking for teachers who not only have education experience but also have higher social awareness and consciousness. We encourage applications from creative individuals with local or global experience in making a difference in their communities. Our teachers will be encouraged to start new clubs or workshops that align with global issues they have knowledge on or want to explore. We offer an open learning creative environment for our students and teachers to gain Leadership, Innovation, GRIT, Honesty, Team Spirit, and Social Responsibility: home of our values LIGHTS

Job Description & Requirements

General requirements of all positions:

- Practice Great China's education philosophy, core values, and could fully implement it in daily work.
- Display high passion for global education and experience
- Qualified related academic & educational background.
- Recommendation letters from previous employers or schools
- Certification of no criminal record.
- Healthy and in good condition to carry out assigned responsibilities

Preferred:

- With IB teacher certificate, or other teaching certificates.
- With teaching experiences in other international schools or programs in China.
- Working knowledge of Chinese

The specific description & requirement of each position:

Academic Supervisor

Job Descriptions:

Student Retention and Support

- Administer high-level academic support to ensure retention of students so that they succeed in their academic endeavors.
- Monitor faculty follow-up with students concerning absence, missing work and/or poor academic progress, contributing to the institution's commitment to student retention and success.
- Contribute to weekly retention meetings.

Administration

- Compile, prepare and review data for individual full time faculty file, including but not limited to Faculty development and classroom observations.
- Assist the Principal in developing a schedule of course offerings for each term.
- Provides input related to the full faculty members performance and effectiveness to direct supervisor and within management team.
- Maintain required documentation of all student and instructor issues.
- Maintain compliance with school, state, and accreditation policies in the areas of instruction, curriculum, student satisfactory academics, and attendance.
- Enact student suspensions, when necessary.
- Serve on campus and school-wide committees.
- Assist with monitoring the grading system, testing procedures, lab equipment, textbooks, classroom size, and student/staff morale.

Curriculum

- Engages in the program review and revision process, using student outcomes data to drive decision-making.
- Participates in institutional effectiveness programs as it relates to specific courses including data collection, analysis and continuous improvement at the school level.

Faculty Support and Oversight

- Select, hire, orient, manage, train, and evaluate full-time faculty.
- Participate in the collection of all documentation required to meet state and accrediting agency requirements for the faculty file (Green File) upon hire. Verify

that the faculty file documentation is appropriately updated each year.

- Work with Instructors who are new to our school to orient them to our teaching methods, processes and policies.
- Observe Instructors to ensure quality of instruction meets our objectives.
- Ensure instructors meet their responsibilities relative to mid-term grades, final grades, student attendance, at-risk students, etc.
- Manage faculty loading, class scheduling and instructor scheduling ensuring appropriate student/instructor ratio and classroom utilization.
- Review and provides feedback on instructor performance. Conducts periodic performance reviews with each instructor.
- Monitor faculty development needs and provides documentation of faculty development plan and outcomes.
- Review student evaluations and share evaluations with instructors, using results as a means for identification of opportunities for improvement.
- Review and approve faculty professional development plan annually.

Evaluate faculty progress toward professional development plan semi-annually, based upon review of evidence provided.

Essential Requirements:

- Possess appropriate Master’s degree based from an institution accredited by an agency recognized by the U.S. Department of Education (or international equivalent) on the academic subject area/field of instruction and applicable accreditation requirements.
- A good command of international education; more than 3 years international/bilingual school academic supervisor work experience; more than 8 year work experience in the education field.
- Good knowledge and in-depth thoughts of International education field and learners' needs (background, motivation, goals, learning experience, personality and family status)
- Superb leading and organizational skills, quick learner.
- Team player with a strong logical mind and proactive work ethic.

Preferred

- Typically have teaching experience in higher education, preferably in a school; and/or industry experience as required by accreditation standards.
- Proven administrative and leadership skills in Higher Education, preferably in an online environment



More information can be found at <http://english.usaedu.net>.

Qualified applicants will be interviewed on a rolling basis until position is filled.

Send letter of interest and resume to hr@truechina.org.