



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

Principal

Job Summary: Serves as the educational leader of the school. Responsible for managing policies, regulations and procedures to ensure all students are supervised in a safe learning environment that meets the approved curricula and mission of the school. Guides the character of the school and serves as a model for staff; pivotal in building a high performing team of teachers and support staff. Dedicated to helping students achieve personal and academic success by using proven best practices for teaching and learning.

Job Descriptions:

- Recognize international education philosophy, core values, and student development objectives of the school.
- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Regularly consult the committees about planning, operation, supervision, and evaluation of school's education program. Include students and community representatives when appropriate.
- Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
- Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process
- Provide for two-way communication with superintendent, staff, students, parents, and community.
- Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
- Ensure the effective and quick resolution of conflicts.
- Build common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school's mission.
- Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator.
- Interview, select, and orient new staff. Approve all personnel assigned to school.
- Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Observe employee performance, record observations, and conduct evaluation conferences with staff.
- Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals
- Compile, maintain, and file all physical and computerized reports, records, and

other documents required including accurate and timely reports of maximum attendance to requisition textbooks

- Direct and manage extracurricular and intramural programs including management of multiple activity funds.
- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate
- Conduct conferences about student and school issues with parents, students, and teachers.
- Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
- Articulate the school's mission to the community and solicit its support in realizing the mission.
- Demonstrate awareness of school and community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement
- Supervise and evaluate staff assigned to campus including associate or assistant principal(s), teacher(s), counselor(s), librarian(s), instructional aides, clerical support staff, food service, and custodians.
- Be responsible for overall school management; take charge of the school's teaching quality, curriculum planning, Chinese and foreign teachers management.
- Comprehensively supervise the implementation of IB program, manage the operation of PYP, MYP, and DP
- Promote the internationalization of teaching; control the quality of teaching and research; ensure the full-English teaching or bilingual language teaching outcomes.
- Learn and introduce the advanced achievements of international education; improve the education and teaching of the school
- Perfect HR system; audit faculty training.
- Introduce Chinese and foreign talented educators; optimize human resources of school; build the core management team of school.

Essential Requirements:

- A good command of international education; more than 5 years international/bilingual school principal or vice principal work experience; more than 10 years of work experience in the education field.
- Familiarity with the development trend and market of international education and the bilingual education development mode; possess international vision in education.



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- Have a good knowledge of IB course systems; possess advanced teaching ideas and excellent teaching/research abilities; knows scientific management philosophy; capable of establishing and perfecting teaching management system of school.
 - Holds outstanding organizing and management skills, good at innovating, decision-making, planning, and implementing
 - Fluent in English, bilingual in Mandarin and English preferred; familiar with the cultural differences between China and western countries; the work experience in international schools in China preferred.

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.