

High School Principal Job Description
FFLS - PHS International High School, Foshan, Guangdong Province, China

Overview:

Foshan Foreign Language School (FFLS) is partnering with Pacelli High School (PHS) in Stevens Point, Wisconsin and US University Pathways (USUP) in Fitchburg, Wisconsin on a joint Wisconsin High School in China. This international school project is supported by Wisconsin government, businesses, universities, and is planning to open on September 1, 2018. The FFLS-PHS International High School will offer a U.S.-based high school diploma program to Chinese students. The instruction will be conducted by native English-speaking teachers. After three years of study and participation in the international high school, graduates of the program will earn a Pacelli High School-Foshan Campus diploma and have the knowledge and skills necessary for matriculation in US colleges and universities.

Foshan is a modern city located on the northern part of the Pearl River, 26 miles from Guangzhou, Guangdong Province. The city is very cosmopolitan with a population of eight million inhabitants and has steadily become a vital part of an active economic zone with a well-developed transportation system for travel within and out of the city.

Position: Principal for FFLS - PHS International High School, full-time

Location: Foshan, China

Start Date: August 2018

Contract Length: 12 months (including approximately 50 paid vacation days/holidays)

Annual Salary: From USD 80,000 to 100,000, based on experience, license, and degree.

Benefits: Roundtrip international airfare, furnished apartment, health insurance

Language Requirements: Fluency in English language; no Chinese language proficiency required

Position Summary:

The High School Principal serves as the educational leader and chief administrator of the high school, responsible for implementing and managing the policies, regulations, and procedures of the FFLS/PHS International High School to ensure that all students are supervised in a safe, student-centered learning environment that meets and exceeds the Wisconsin State Core Curriculum Content Standards, following the approved curricula and directives of USUP and PHS. Achieving academic excellence requires that the High School Principal work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues at FFLS and PHS. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, emergency procedures, and scheduling courses.

Distinguishing Characteristics:

This position requires subject matter expertise in educational programs, curriculum, pedagogy, and instructional strategies, especially English as a second language expertise. Directly related administrative experience is necessary to assure success in a high school leadership role. The job requires the ability to lead collaboratively with empathy, care, and praise, to encourage and respect independent thought, cultural competence, and the

ability to support and promote diversity, a student-centered approach, and the ability to create and maintain a respectful school culture.

Required Knowledge, Skills and Abilities:

Successful candidates will demonstrate:

- Excellent leadership and organizational skills and the ability to motivate people.
- Excellent integrity and good moral character and initiative.
- Highly developed communications skills
- Intercultural competence and intercultural communication skills.
- Flexibility, innovation, and creativity.
- Open-mindedness, honesty, straight forwardness, fairness, and equity minded.
- Strong follow-through with tasks and promises and is highly organized.
- The ability to lead a diverse group of employees.
- Strong leadership skills.
- Ability to manage budgets and implement spending procedures and monitoring.
- Ability to interact with a broad and diverse population of internal and external stakeholders.
- Ability to develop curriculum and lead instructional programs.

Minimum Qualifications:

- Master’s Degree in Education or related field
- Have a minimum of five (5) years’ experience in teaching and working with adults or adolescents
- Have at least seven (7) years excellent administrative experience as a Principal, Assistant Principal, or other Administrator. Administrative experience should include a record of effective educational leadership, demonstrated commitment to a positive learning environment, excellent communication skills, and a strong commitment to educational equity.
- Committed to diverse linguistic and cultural educational settings

Preferred Qualifications:

- Ph.D. or Ed.D. in Education or related field
- Candidate who has the knowledge of teaching English as a Second Language (ESL)
- Experience in curriculum development

Remuneration and Benefits:

- Salary is from USD 80,000 to 100,000, based on experience, certificate, and degree.
- Housing in a furnished apartment is provided
- Health insurance is provided
- Foshan Foreign Language School shall provide once a year round-trip tickets (China -United States).
- Foshan shall provide occasional cultural outings

How to Apply:

Review of applications will begin on **June 8, 2018**. Interested applicants should send via e-mail: a cover letter, a complete résumé, and three letters of recommendation and three references, which include the contact information for the most current supervisor.

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