

# High School Principal Job Description

Guangwai-Pacelli High School, Fuwan, Gaoming District,  
Guangdong Province, China

## **Opportunity:**

Guangwai-Pacelli High School (GPHS) is an American high school offering an English-immersion experience to Chinese students in a boarding-school environment. GPHS is located on a beautiful, growing campus in Fuwan, China. The facilities are newly constructed and exceed the standards of typical Chinese boarding schools. GPHS is a partnership between Pacelli High School (PHS) in Stevens Point, Wisconsin and US University Pathways (USUP) in Fitchburg, Wisconsin. GPHS represents the international division of Guangwai Foreign Language School (GFLS). GFLS is attached to the Guangdong University of Foreign Studies located in Guangzhou, China. GFLS is owned by the Gouxin Holding Group.

GPHS began instruction to its first sophomore class in September 2018. GPHS offers a U.S.-based high school diploma and follows the curriculum and Academic Framework of PHS. After three years of study and participation in the international high school, graduates of the program will earn a PHS diploma. The mission of GPHS is to provide our graduates with the English proficiency and academic skills necessary to excel in English-language undergraduate settings. GPHS is a pathway to US American higher education and to Wisconsin colleges and universities, in particular.

Fuwan is a quiet, rural setting 5 miles from Gaoming. Nearby there are opportunities for hiking and shopping. Bus service and Didi (similar to Uber) provide easy access to Gaoming. GPHS offers the opportunity to live and work in a peaceful setting while being part of one of the most dynamic and prosperous provinces in China. The next leader of GPHS will have the opportunity to contribute significantly to growth of the region.

The nearest major city is Foshan, located on the northern part of the Pearl River, 26 miles from Guangzhou, Guangdong Province. Foshan is a cosmopolitan city 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. Guangzhou, the provincial capital city, is located approximately 80 miles from Fuwan.

**Position:** Principal for Guangwai-Pacelli High School, full-time

**Location:** Fuwan, China

**Start Date:** August 2019

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

**Annual Salary:** From USD \$70,000 to \$100,000, based on experience, license, and degrees

**Benefits:** Roundtrip international airfare, furnished apartment, and accident/hospitalization insurance

**Language Requirements:** Fluency in English language; no Chinese language proficiency required. Willingness to learn basic Chinese is not required but is highly desirable.

## **Position Summary:**

The High School Principal serves as the head instructional leader and chief administrator of the high school. The Principal works closely with the Director of the International Department of GFLS in running the school. The Principal is responsible for implementing and managing the policies and procedures of GPHS to ensure that all students are supervised in a safe, student-centered learning environment that meets and exceeds the Wisconsin Common Core Standards following the approved curricula and directives of USUP and PHS. Achieving academic excellence requires that the 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 GPHS and PHS. Key responsibilities include planning, scheduling courses, curriculum development,

professional development for English as a second language strategies and techniques, program evaluation, extracurricular activities, personnel management, emergency procedures, working collaboratively with the International Department, and assist with student recruitment.

**Distinguishing Characteristics:**

This position requires subject matter expertise in educational programs, curriculum, pedagogy, and instructional strategies, especially as they pertain to an English as a second language context. 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, the ability to demonstrate and teach intercultural competence, and the ability to support and promote diversity, a student-centered approach, and create and maintain a respectful school culture.

**Required Knowledge, Skills and Abilities:**

Successful candidates will demonstrate:

- Excellent leadership skills and the ability to motivate staff and students
- Excellent integrity and good moral character and initiative
- Ability to see areas for improvement and take initiative
- Highly developed communications skills
- Intercultural competence and intercultural communication skills
- Demonstrated ability to work in cross-cultural contexts where ambiguity is part of daily life
- Flexibility, innovation, and creativity
- Open-mindedness, honesty, straight forwardness, fairness, and a commitment to equity
- Strong organizational skills and follow-through with tasks and promises
- Ability to lead a diverse group of employees
- 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
- Ability to identify and lead a robust professional development program
- Recruit staff aligned with the standards and requirements of GPHS

**Minimum Qualifications:**

- Master's Degree in Education or related field
- Minimum of five (5) years of experience in teaching and working with adolescents or adults
- Minimum of 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
- Knowledge of English as a Second Language (ESL) teaching
- Experience in curriculum development
- Experience developing and carrying out a Common Core Curriculum
- Familiarity with Chinese professional culture, particularly in the realm of education

**Remuneration and Benefits:**

- Salary: USD \$70,000 to \$100,000, based on experience, certificates, and degrees
- Housing in a furnished apartment
- Accident/hospitalization insurance
- Round-trip flight ticket (United States-China: 50% paid on arrival, 50% paid at end of annual contract)

- 3 meals a day when school is in session
- Occasional cultural outings
- US University Pathways and Guangwai Foreign Language School will assist teachers in obtaining work authorization and visa for China prior to travel. Expenses associated with visa and work authorization are the responsibility of the principal.

**How to Apply:**

Review of applications will begin on July 1. Recruitment and interviews are ongoing for the August 2019 start date.

Interested applicants should send via e-mail: a cover letter, a résumé, three letters of recommendation and three references, which include the contact information for the most current supervisor.

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