

DIRECTOR OF STUDENT SUPPORT SERVICES SEARCH

CONCORDIA INTERNATIONAL SCHOOL SHANGHAI

Shanghai, China

concordiashanghai.org

Start Date: August 2025



Concordia

INTERNATIONAL SCHOOL SHANGHAI

上海协和国际外籍人员子女学校



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

At Concordia, we view every student as a gift from God, entrusted to us by parents, and are committed in Christian stewardship to educate students holistically in a nurturing environment that includes comprehensive and challenging opportunities in academics, creative arts, spirituality, athletics, co-curricular activities and service.

At a Glance



Established
1998



Total enrollment
1,147



Total faculty
161



Student-faculty Ratio
8:1



Nationalities represented in
student body
31



Annual operating budget
\$38M



Faculty with advanced
degrees
82%



Campus size
10-acres

Nationalities among teaching staff
(with percentages of top three):
USA 62%, China 9%, Canada 7%
AP passing average: 98%

Co-curricular activities: 400
Performing Arts CCAs: 15
Athletic championships: 199



Overview

Concordia International School Shanghai is a leading academic institution offering a rigorous American-style curriculum within a holistic approach to teaching and learning for preschool-grade 12 students. Situated on a state-of-the-art, green campus in the beautiful Pudong district of Shanghai, Concordia adopts a wide array of teaching methodologies to produce students with a unique balance of global citizenship, leadership, athleticism, artistic talent, and scholarship.

Concordia was founded in 1998 by a group of teachers in conjunction with the Lutheran Church-Missouri Synod (LCMS) with the shared goal of offering a world-class, holistic education founded on Christian values. Since its inception, the school has been committed to educating the whole child: spiritually, physically, emotionally, socially and intellectually. With a student population of 1,147, there are 31 passports represented across the entire student body. The top three passports represented are: USA (49%), Hong Kong (13%) and South Korea (10%). Graduates of Concordia go to a wide variety of colleges and universities around the world.

Student-teacher connections are at the core of the Concordia experience. The dedicated faculty provides a premier education, wrapped in loving, joyful relationships. Nationalities among Teaching staff: USA (62%), China (9%), Canada (7%). All faculty members are certified teachers and 83% hold master's degrees or higher. Concordia is accredited by the Western Association of Schools and Colleges (WASC) and the National Lutheran Schools Association (NLSA).

The Director of Student Support Services at Concordia International School Shanghai will be a dynamic leader in the field of education, responsible for guiding all aspects of student support services, including English Language Learner (ELL) programs and Learning Support (LS) programs. This leadership role requires a strong background in supporting a wide range of learners with language and/or learning differences. Additionally, the Director will be responsible for child safeguarding and must be aligned with the mission and vision of the school. This position also involves developing and coordinating professional learning opportunities for faculty and staff to enhance their ability to support diverse learners effectively.



Opportunities and Challenges

Leadership and Guidance

- Co-supervise and co-evaluate with the division principals the student support services team, which includes ELL Specialists and LS Specialists.
- Coordinate and align student support services, Preschool through 12th grade, ensuring a cohesive approach to student support. This includes schoolwide programming for social-emotional learning.

Professional Learning

- Design, facilitate, and evaluate professional development programs that focus on effective strategies for supporting students with learning needs, as well as those with social-emotional and behavioral needs.
- In addition, collaborate closely with the admissions team to ensure a seamless integration of these support strategies for new students, including multilanguage learners, fostering a welcoming environment that addresses their unique needs from the moment they join the school community.

Team Development and Collaboration

- Foster a collaborative environment within the student support services team.
- The Director will participate in student meetings as needed but will primarily function as a consult student support services team members.
- This position will be a strong partner with the Admissions and Enrollment Office.

Research and Best Practices

- Stay informed about the latest research and trends in ELL education and student support services.
- Integrate this knowledge into program development and professional development offerings.

Data Analysis and Reporting

- Collect and analyze data related to student progress and program effectiveness, using findings to inform decision-making.
- Prepare reports for the Head of School and the Board on the status and impact of student support services programming.

Advocacy and Awareness

- Advocate for the needs of students with diverse needs, ensuring their voices are represented in school initiatives.
- Promote awareness of students with diverse needs within the school community.



Qualifications and Personal Attributes

Requirements:

Education

- Master's degree or higher in education, Special Education, Linguistics, School Psychology, or a related field.

Experience

- A minimum of 5 years is required in educational settings as a teacher or administrator, with at least 3 years specifically focused on multilingual learning support.
- Proven track record in leading a student support team and providing effective professional development.
- Evidence of successfully implementing complex change initiatives in a large organization.
- Evidence of successfully implementing Multi-Tiered Systems of Support.
- International school experience at a like size school or larger is preferred.

Skills

- In-depth knowledge of instructional methodologies, ELL practices and learning support strategies.
- Strong leadership, organizational, and interpersonal skills.
- Ability to create team cohesion aligned to a vision.
- Ability to analyze data and make data-informed decisions.
- Knowledge of U.S. systems, structures, and documentation related to education and student support.
- Excellent communication skills, both written and verbal.
- Cultural competence

Concordia Fit:

Spiritual Leader

- Demonstrates moral integrity, honesty, kindness, faithfulness.
- Models a Christian faith walk.
- Models servant leadership characteristics.
- Is collegial and contributing member of the school wide community.

Mission Centered-Vision Focused

- Takes personal ownership in fulfilling the mission.
- Can "see" the future and articulate, plan, and execute next steps.
- Demonstrates a positive, optimistic, can-do attitude.
- Demonstrates a passion for teacher and student success.



Instructional Leader

- Leads curriculum based on the most recent understanding about learning.
- Ability to develop, implement, and monitor curriculum and learner progress.
- Is a leader of learning.
- Promotes professional development focused on improving student achievement.

Team Focused

- Respectful of all, builds people up, is equitable in relationships.
- Is transparent, flexible, and adaptable.
- Demonstrates commitment to school improvement.
- Works collaboratively with all in the school and community.
- Advocates and nurtures a positive school culture conducive to student learning and teacher growth.

Management Competence

- Manages resources to provide a productive environment for learning.
- Demonstrates ability see the big picture and to break large tasks into small, achievable components.
- Clearly communicates, both orally and in written form, to a diverse group of cultures and in diverse settings.
- Demonstrates proficiency in required technology.
- Desire and ability to design, create and present professional development opportunities to the staff.
- Desire and ability to organize projects, build coalitions, and move projects forward.
- Be considered by colleagues as the go-to person for questions related to assigned areas.
- A passion for education and a commitment to fostering an inclusive learning environment.
- Must be a Christian who demonstrates Christian values in all interactions within the school community.
- Ability to work collaboratively with varied stakeholders in a diverse school environment.



Shanghai, China

At the mouth of the Yangtze River Delta in eastern China, Shanghai is halfway between Beijing and Hong Kong. Shanghai is the largest city in China and, counting the population within the city limits, the most populous city in the world. Shanghai has experienced unprecedented double-digit growth over the last two decades and has been named one of the fastest developing cities in the world. A global city and major financial center, Shanghai is also one of the primary industrial centers of China. The world's busiest containership port is Shanghai Port. A cosmopolitan metropolis with a rich history dating back over a thousand years, Shanghai offers distinctive architecture, including some of the tallest buildings in the world, cultural attractions including many of China's finest museums and more than 30 colleges and universities. More than 150,000 foreigners live in Shanghai, mostly Japanese, Americans and Koreans. Shanghai is well-known for historical landmarks including The Bund, City God Temple, and Yuyuan Garden, as well as the extensive and growing Lujiazui skyline.

Learn More

Click on the links below to learn more about Concordia International School Shanghai.

[School Website](#)

[Virtual Campus Tour](#)

[School Values and History](#)

[College Matriculation](#)



Faith and Religious Affiliation

Concordia's mission is to provide students with both an outstanding educational experience and provide an opportunity to share in a community where the faculty's active involvement in their Christian faith is lived out in their interactions with students and parents, we desire to identify candidates able to bring that Christian component as well as exceptional instruction.

To Apply

Please submit the following materials as separate PDF documents:

- A cover letter expressing interest in this particular position;
- A current résumé;
- A statement of educational philosophy;
- A statement of faith expressing what you believe, as a Christian, how your faith is part of your lifestyle and how you are currently growing in your faith;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

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