



**Associate Principal—Middle School**  
Taipei American School—Taipei, Taiwan  
July 2023

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***Mission***

*Taipei American School's mission is to cultivate an enduring commitment to learning, personal well-being, and service. We provide a broad American-based education with a global perspective that develops students of character who are committed to making the world a better place.*

***The School***

Founded in 1949, Taipei American School is a highly-regarded independent coeducational day school that offers an American-based curriculum with a global perspective to students from the expatriate community in Taipei, Taiwan. TAS serves over 2,400 students from more than 30 nations in Grade Kindergarten A (age four) through Grade 12. Led by the 15<sup>th</sup> Head of School Dr. Grace Cheng Dodge and guided by the School's mission, TAS's program is marked by a deep respect for learning, personal well-being, and service.



Woven throughout the program at TAS is a commitment to developing students of character, with a focus on the schoolwide values of honesty, respect, responsibility, kindness, and courage. The School is also committed to promoting wellness, encouraging community engagement, and fostering an inclusive community. Through the hiring of a schoolwide Director of Inclusion and Wellbeing leading work in Justice, Equity, Diversity, and Inclusion (JEDI), TAS works to conduct broad organizational efforts and initiatives in this area, including professional development, faculty and staff dialogues, and guided conversations with students and families in the community.

TAS benefits from the synergy created by an outstanding faculty and staff, students who are ready to learn, supportive and committed parents, and a Board of Directors that keeps student learning and students' best interest at the center of its discussions. While TAS is a large school with over 2,400 students and around 700 dedicated professionals including faculty and staff, efforts are made to ensure that all students are involved in and part of the community.

The current TAS [Strategic Plan](#) provides a framework for the school community's shared goals for the years 2021 to 2026. It builds on the School's many strengths and focuses the community's energies and resources on those issues identified as priorities by the community.



**Carney  
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Known for rigorous academics as well as a rich variety of co-curriculars, there is something for every student at TAS. Signature programs include debate, model UN, robotics/KA-12 STEAM, scientific research, performing arts (drama, dance, and music).

Head of School Dr. Grace Cheng Dodge leads the Central Administrative team, which also includes a Deputy Head of School, Chief Operating Officer, Dean for Teaching and Learning, Director of Inclusion and Wellbeing, and an Assistant Head of School for Advancement. Each division — the Lower School (KA-5), Middle School (Grades 6-8) and Upper School (Grades 9-12) — is led by a principal and two associate principals.

TAS is accredited by the Western Association of Schools and Colleges (WASC). In 2018, the WASC Visiting Committee commended TAS faculty and staff for their professionalism and care and noted, “a strong sense of community permeates all levels of the School as evidenced by the commitment and care for students, active and engaged parents who contribute both resources and time, and students who value and respect their school and interactions with adults.”

TAS is incorporated in Delaware as the Taipei American School Foundation and is governed by a Board of Directors composed of nine elected and five appointed Board members, which includes one representative from the American Institute of Taiwan.

### ***School History***

Taipei American School began in the basement of a seminary in 1949 with eight students. The first graduating class of 14 seniors was in 1956. Over the early years, the student body fluctuated with the geopolitics of the 1960s and '70s, but by the 1980s, the school would settle into a process of steady growth and become an essential part of Taiwan's educational and cultural landscape.

In 1989, Taipei American School built a new campus, where the school is located today, and has continued to add to and upgrade the infrastructure as well as the facilities. The program, too, has evolved over the years into an outstanding American-based curriculum, with an enviable range of academic offerings and co-curricular activities



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### *Campus*

The School occupies an impressive suburban campus of 6.5 hectares (approximately 15 acres) in Tianmu, a northern section of Taipei. The campus is wireless to service our IT needs as a one-to-one laptop school in the Walter and Shirley Fan '86 Wang Lower School Grades 3-5, as well as the Lawrence S. Ting Middle School and Dr. Sharon DiBartolomeo Hennessy Upper Schools. The School has approximately 250 classrooms, including many science, robotics, and computer labs. The campus also features a four-story library/IT/media complex, music, and art facilities, three dance studios, and three theaters. Sports facilities include three gyms, covered and outdoor tennis courts, a track, two playing fields with artificial turf, a golf practice center, and a 25-meter indoor swimming pool. The cafeteria, pizza bar, snack bar, and Fitness Cafe serve nearly 3,000 patrons per day.



Campus highlights include Tiger Garden (lower school playground) which opened in 2019 and features large installations that encourage independence and appropriately scaffolded risk-taking for the School's young learners; Solomon Wong Tech Cube, which opened in 2018 and is the dedicated center for KA-12 STEAM education; the Dr. Sharon DiBartolomeo Hennessy Upper School building, which opened in 2012 and features advanced science research labs, classrooms equipped with cutting-edge technology, and a lecture hall; Liu Lim Arts Center, which opened in August 2013 and enriches TAS's performing arts program; and the Tiger Health and Wellness Center, a modern and extensive fitness facility available for upper school students, faculty, and staff to use during the day and after school.

### *Taipei, Taiwan*

Taipei, the capital of Taiwan, is a modern metropolis of six million people and one of the major economic and cultural hubs of East Asia and includes a large community of expats from around the world. In fact, Taipei has topped the list of the best cities in which to live and work abroad three years in a row (2019, 2020, 2021), according to InterNations' annual survey, which is based on quality of life, cost of living, healthcare, public transportation, cultural opportunities, and more. Taiwanese are welcoming, and Taiwan is spectacularly beautiful with mountains, beaches, and centuries of history and culture. One can also easily travel to most of Asia within a four-hour flight. Taipei's economy focuses mostly on information and communication technology, but also includes biotechnology, financial services, and other global industries. Companies with regional headquarters in Taipei include Google, Microsoft, IBM, Intel, Apple, Amazon, Corning, Facebook, and numerous international banks. Dubbed by the New York Times as "the most underrated tourist destination in Asia," Taipei still manages to attract (in normal years) around six million visitors annually. Taipei offers a rich cultural life with must-see temples, a collection of museums, excellent restaurants, a lively street-food scene, night markets, and plenty of retail. Taipei and the surrounding area offer some of the best walking, hiking, and biking trails in the world, as flat or mountainous as one prefers. The mountains of the nearby Yangming Shan National Park offer access to the outdoors and wilderness. There are also a number of beaches within an hour's travel by car from Tianmu. On Penghu, an outlying island of Taiwan which is an hour away by flight, the beaches are reminiscent of those in Hawaii (and yes, there is surfing). The region's weather is moderate to warm, rarely dropping below 50 degrees Fahrenheit.



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### ***The Position: Middle School Associate Principal***

The Associate Principal is responsible for assisting the principal carry out his or her duties as the instructional leader of the division. The Associate Principal assumes the Principal's responsibilities in his or her absence and takes the leadership role in the areas of student activities, communicating with schoolwide services, student conduct and values, emergency planning, and safety. Associate Principals sit on the school's Educational Leadership Team as part of the larger schoolwide administrative team.

### ***Duties and Responsibilities***

- Commits time and leadership for the successful implementation of the school's board-approved strategic / accreditation plan.
- Carries out the divisions program of student conduct and values ensuring that the code of conduct and values are accepted and understood by the school community and that discipline is used in a constructive, fair and equitable manner.
- Assists the division principal in the development of the Wellness and Activities programs and takes primary responsibility for the implementation of the programs.
- Assists the division principal in the development, assignment, supervision and evaluation of the staff in the division.
- Assists the division principal in the evaluation of faculty in the division.
- Assists the division principal in the implementation of the division's professional development program.
- Leads all efforts to ensure effectiveness with school operation, in assisting the division principal in communicating school wide services, maintenance, health services, and transportation-.
- Carries out the division's emergency plan and coordinates with school wide emergency procedures.
- Reports division safety concerns to the maintenance department and ensures that the concerns are resolved.
- Collaborates with colleagues, uses support staff appropriately and exhibits "team spirit."
- Is available for meeting with, students, parents and employees. Ensure students view the associate principalship as an advocate position.
- Is familiar with the school's strategic plan, board policy and other relevant policy and procedure materials and seeks to comply with and implement these standards.
- Participates in the collaborative management of the school through participation in weekly admin team meetings.
- Shares the responsibility of interpreting the division's program to the school community through such activities as open house, back-to-school nights, PTA meetings and by participating in board meetings as necessary.
- Seeks to improve his or her competency through participation in the School's professional growth programs to include cooperating with the division principal in the School's Professional Growth and Evaluation Process.
- Performs other related duties as assigned by the division principal.
- In the absence of the principal, assumes the responsibility of the principal for the day-to-day operation of the division.

**TO APPLY:** Interested and qualified candidates are encouraged to speak with one of the consultants in confidence. All applicants will ultimately be expected to submit the following materials to Rice Bryan ([rbryan@carneysandoe.com](mailto:rbryan@carneysandoe.com)) and Namita Bhattacharya ([namita.bhattacharya@carneysandoe.com](mailto:namita.bhattacharya@carneysandoe.com)):

- A cover letter expressing interest in this particular position
- A current, comprehensive résumé (no longer than four pages)
- A list of five professional references with name, relationship, phone number, and email address
- A statement of educational and leadership philosophy



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