



Concordia
INTERNATIONAL SCHOOL SHANGHAI
上海协和国际外籍人员子女学校

DIRECTOR OF STUDENT SUPPORT SERVICES

Start Date: August 2027

Concordia International School Shanghai

Shanghai, China | concordiashanghai.org



**Carney
Sandoe**
& ASSOCIATES

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



1998
established



1,110
total enrollment



31
nationalities represented
in student body



163
total faculty



82%
faculty with
advanced degrees



8:1
student-faculty ratio



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 1110, there are 31 passports represented across the entire student body. The top three passports represented are: USA (51%), Hong Kong (13%) and South Korea (9%). 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 (58%), China (9%), Canada (6%). 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 serve as a dynamic, visionary leader in education, overseeing the full scope of student support services—including English Language Learner (ELL) 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. This position also involves developing and coordinating professional learning opportunities for faculty and staff to enhance their ability to support diverse learners effectively.



KEY AREAS OF RESPONSIBILITY

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.
- 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.

Team Development and Collaboration

- Foster a collaborative environment within the student support services team.
- Attend student meetings as needed and serve as the primary consultant for the team.
- Provide the Admissions Office with feedback on student application assessments as needed.





Research and Best Practices

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

Data Analysis and Reporting

- 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 leadership on the status and impact of student support services programming.

Advocacy and Awareness

- Advocate for students with diverse needs, ensuring their voices are heard in school initiatives.
- Promote awareness and understanding of students with diverse needs across the school community.



98%
AP passing average



\$38M
annual operating budget



10.8 acres
campus size



400
co-curricular activities



15
performing arts CCAs



199
athletic championships

QUALIFICATIONS & PERSONAL ATTRIBUTES



Requirements

Education

- Master's degree in TESOL, Special Education, or related field required; Doctorate in Education (Ed.D. or Ph.D.) preferred.
- Valid teaching and administrative certification/license from a recognized educational authority (preferably U.S.-based)

Experience

- A minimum of 8 years in educational, with at least 5 years as Director or Coordinator of student support in international or top-tier American-style schools.
- Proven expertise in leading a student support team and delivering impactful professional development.
- Extensive experience in developing ELL (English Language Learner) and learning support (special education) program.
- Demonstrated success in implementing complex change initiatives and Multi-Tiered Systems of Support (MTSS) in a P-12 setting.
- Adept at coordinating with diverse faculty, administrators, and multicultural school communities to foster an inclusive and collaborative environment.
- 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
- Ability to analyze data and make data-informed decisions.
- Knowledge of U.S. systems, structures, and documentation related to education and student support.
- Exhibits strong leadership in challenging situations by balancing compassion, empathy, determination, and perseverance. Aligns individual care with organizational goals.
- Fosters collaboration and teamwork within and across divisions to achieve shared goals.
- Understands the developmental needs of students and communicates effectively within diverse communities, both orally and in writing.
- Balance ambition with humility, demonstrates emotional intelligence, and builds strong, trusting relationships.
- Displays excellent organizational skills, self-discipline, and the ability to manage complex responsibilities effectively.
- Maintains a positive and optimistic attitude, demonstrating a strong commitment to personal and organizational growth
- Exhibits a deep commitment to partnering with principals, recognizing and supporting their vital roles as leaders within their respective divisions.



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

- [School Website](#)
- [School Values and History](#)
- [Virtual Campus Tour](#)
- [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

Interested and qualified candidates are invited to contact the consultant in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their 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:

KAREN NEITZEL, Ed.D.

Senior Consultant

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**Carney
Sandoe**
& ASSOCIATES