



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

MIDDLE SCHOOL ASSISTANT PRINCIPAL

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



33
nationalities represented
in student body



162
total faculty



82%
faculty with
advanced degrees



8:1
student-faculty ratio



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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 (52%), 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 (62%), China (8%), 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 assistant principal serves as an educational leader of the Middle School and is responsible for advancing the school's mission, vision, core values, and Schoolwide Learner Outcomes (SLOs) within Grades 6–8. The assistant principal fosters a safe, supportive, and engaging learning environment where students are encouraged to pursue excellence while growing academically, socially, emotionally, physically, and spiritually.

Working collaboratively with faculty, staff, administrators, students, and parents, the assistant principal builds a vibrant community grounded in high expectations, respect, care, and meaningful relationships. The assistant principal provides leadership for curriculum, instruction, student well-being, and daily operations to ensure a high-quality educational experience that supports the development of the whole child and encourages students to lead and serve with character and purpose.

The assistant principal also leads ongoing efforts to strengthen teaching and learning, support faculty growth, monitor student progress, and guide continuous improvement across the Middle School program. Concordia values leaders who are knowledgeable in MTSS and UDL, capable of supporting faculty in implementing tiered interventions and accessible learning strategies across all classrooms.

Concordia's Middle School program is specially designed for students in grades 6 to 8, to support them through the critical transition into adolescence and let them deep dive into their unique talents and interests. We emphasize not only academic growth but also a focus on overall their well-being, the cultivation of independence, building a sense of responsibility, and the development of leadership skills.

In addition to a rigorous approach to math, science, and the humanities, our tailored curriculum provides a range of applied learning-focused electives, allowing students to engage deeply with subjects they are passionate about, from technology and the arts to humanities and sciences. Our sports and extracurricular programs offer fertile ground for Middle School students to experience competition, shine in performance, and rise to leadership opportunities. The supportive community provides a safe space for students to test their wings and expand their innate abilities and interests, contributing to their holistic growth and the broadening of their academic and personal horizons.

KEY AREAS OF RESPONSIBILITY

Community Relations Development

- Develops student-focused or learning-focused family and faculty handbooks.
- Meets regularly with Concordia's other Assistant Principals to aid with alignment of communication and instructional strategies and tools.
- Oversees distribution of flyers, posters, and other announcements for the MS community.
- Orients staff and students who are new to Concordia and helps with the transition processes of those leaving, in cooperation with MS counselors.
- Support MS Leadership in the planning and implementation of MS Parent Connects.
- Works with MS secretaries in planning events.
- Partners with families to address behavioral concerns and promote student success.



Recruitment, Staff and Program Development Supervision, & Evaluation

Teacher Support

- In conjunction with the MS Principal, evaluate staff, promote best practices in teaching and learning, and help drive continuous school improvement aligned with the school's mission and goals.
- Partners with the Principal in organizing and delivering staff trainings and meetings
- Oversees grade reporting processes, including reviewing teacher gradebooks for accuracy and alignment
- Approves field experiences and ensures that field experience logistics are appropriate and effective for student safety
- Assists with the organization and implementation of the professional growth plan for teachers and support staff
- Oversee the substitute teaching program within the Middle School Program
- Organizes and oversees the student teaching program within the Middle School Program. May serve as a liaison between Concordia and participating universities

Student Support

- Oversees student behavior and discipline
- Creates the master schedule and oversees student and teacher schedules
- Assists MS Principal with developing and maintaining a safe learning environment (physical plant, safety drills, etc.)
- Oversees the arrival and dismissal of students
- Assists with the partnership of instructional coaches and curriculum coordinators to ensure proper implementation of school initiatives
- Coordinates with Team Leaders, Staff, and other Administrators for special events, such as International Day, All-School Assemblies, MS Phoenix Fridays, MS Social, etc.
- Support MS Co-curricular classes, clubs and Service activities
- Other duties as assigned



92%

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

- Bachelor's Degree
- Administrative Degree or Certification
- Masters degree preferred
- Training in Management and Leadership Skills preferred.

Experience

- A minimum of 5 years of successful teaching experience in a school setting
- A minimum of 3 years of successful leadership experience, preferably at the Middle School Assistant Principal level
- Proven success working with a diverse population
- Ability to formulate and lead data-driven decisions
- As a school grounded in the Christian faith, we hire Christian teachers and administrators. Concordia seeks to hire candidates who are able to model their faith, are interested in the complex questions of faith and spirituality, and who are keen to learn and interact with others of different faith traditions.
- Success as an assistant principal or principal preferred
- Experience at an international school preferred

Skills

- Ability to articulate the developmental needs of middle school students and translate these needs into vision
- Ability to establish and maintain an effective learning climate in the school
- Ability to effectively manage and multi-task within a demanding, dynamic and changing environment
- Ability to interpret and implement all Board policies
- Ability to supervise all school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's instructional program
- Ability to facilitate the development, revisions and evaluation of the curriculum and instructional services
- Ability to develop school plans and organizational procedures for the health, safety, discipline and conduct of students
- Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging community involvement with the school
- Ability to provide direction to others and to make independent judgments
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
- Ability to maintain confidentiality
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Ability to keep and maintain accurate records and to meet deadlines



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

- [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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