

# DEPUTY HEAD OF SCHOOL SEARCH

## TAIPEI AMERICAN SCHOOL

Taipei, Taiwan

tas.edu.tw

Start Date: July 1, 2025



**Taipei  
American  
School**



**Carney  
Sandoe**  
& ASSOCIATES

CARNEYSANDOE.COM

# 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.

## At a Glance



Established  
**1949**



Enrollment  
**2,365**



Total faculty  
**322**



Student-faculty ratio  
**8:1**



Nationalities represented  
in the student body  
**35**



Language of instruction  
**English, Mandarin**



Faculty with advanced degrees  
**85%**



Campus size  
**15 acres**

Nationalities in the faculty: United States, Taiwan,  
Canada, UK, New Zealand, and Australia

Annual operating budget: \$82M

AP courses: 31

IB courses: 37

Governance: Up to 14 members: 9  
elected and 5 appointed

Accreditation: Western Association  
of Schools and Colleges (WASC).  
Reaccreditation was completed in  
Spring 2024



## Overview

On the island of Taiwan, in the dynamic capital city of Taipei, an energetic learning community exists that provides a transformative experience for students who will make their mark in the world. Grounded in the belief that their students will be catalysts for change, Taipei American School strives to educate leaders who will use their knowledge, skills, and character as positive forces to impact their communities and the world.

TAS has flourished as one of Asia's top independent schools for 75 years, offering a rich American curriculum with a global perspective that emphasizes the cultivation of an enduring commitment to learning, personal wellbeing, and service. Students are mentored and taught by an exceptional faculty who challenge them with real world problem solving and guide them in personalizing their coursework to align with their individual learning goals. Learning in state-of-the-art facilities, TAS has a deep commitment to the creative arts, service, and a passion for all things STEAM.

The recently developed Schoolwide Learning outcomes and TAS's Strategic Plan lay the foundation for an ambitious, integrated, mission-driven view of 21st century learning in a vibrant international environment. The main goals of the plan include the creation of systems that support the implementation of the school's values and outcomes into all aspects of its program and operations – with a particular focus on ensuring best practices around curriculum and pedagogy, student well-being and support, and community belonging.

The school is committed to intentionally fostering, communicating, and celebrating the unique identities of all individuals while deepening our collective understanding of and dedication to issues of Diversity, Equity, Inclusion, and Justice throughout the entire TAS community.



The Deputy Head of School will serve as a close partner to the Head of School, David Frankenberg, who joined TAS as the Head of School in July 2024. The Deputy Head will be an active and visible presence on campus and will play a pivotal leadership role, combining strategic insight with operational excellence. The DHOS is responsible for leading continuous improvement efforts and overseeing the implementation and assessment of the strategic plan, academic leadership, school improvement, accreditation, and relevant communications. As a strategic leader, the DHOS ensures the alignment of initiatives with the school’s mission and goals, promoting a culture of excellence and innovation in teaching and learning. The DHOS maintains transparent communication with all stakeholders, ensuring the school’s practices meet and exceed standards set by accrediting bodies.

## About Taipei, Taiwan

Taipei, the capital of Taiwan, is located at the northern tip of the feather-shaped island, about 1,300 miles southwest of Tokyo, 425 miles south of Shanghai, and 700 miles north of Manila. The city retains much of the cultural environment of ancient China but is also representative of new and modern ways of life. A recent [article about Taipei in the New York Times](#) notes, “Young artists, chefs and curators are redefining and embracing Taiwanese identity as its own distinct category, with a conscientious pursuit of food and design endemic to the island’s history.”

With verdant scenery, excellent health care, low crime, and welcoming people, Taipei is consistently named one of the best places in the world for expats to live. The subway and bus systems are clean and efficient, with signs both in Mandarin and English. Markets feature open air food stalls, artisanal food products and contemporary textiles. Weekends can be spent viewing art exhibits, touring ornate temples, visiting new wave teahouses and enjoying locally sourced cuisine. With accessible hiking trails, therapeutic geothermal baths and beaches a short train ride away, there is a lot to like about this Asian metropolis whose culture is deeply ingrained with Confucian values of respect, diligence, and humility.



## Position Responsibilities

### Leadership and Strategic Oversight

- Partners with the Head of School to lead and supervise all educational initiatives, ensuring that efforts and outcomes are effectively captured, analyzed, and communicated to the Head of School, the Board of Directors, and key stakeholder groups. This ensures transparency, alignment, and a shared vision across all aspects of the school. As the gatekeeper of the strategic plan, the Deputy Head will utilize systems thinking and problem-solving to take a whole-school perspective, ensuring that strategic objectives are purposefully executed across divisions.
- Spearheads the formation, implementation, and ongoing assessment of the school's strategic plan ensuring that each strategic objective is purposefully executed through manageable timelines, clear deliverables and metrics, fostering a culture of accountability and progress. The Deputy Head will also assist in developing the operational budget, ensuring resources are allocated to achieve strategic goals.
- Leads the WASC self-study and reaccreditation process while ensuring an ongoing emphasis on implementing a cycle of continuous improvement. This includes systematic evaluation, analysis of feedback, and program refinement. The Deputy Head will integrate accreditation findings with the broader strategic plan, promoting a school-wide commitment to excellence while ensuring TAS's mission is at the forefront of all decisions.
- Assumes the full responsibilities of the Head of School in his absence, ensuring that the school's operations and strategic initiatives continue seamlessly.
- Performs other related tasks and assumes additional responsibilities as assigned by the Head of School, contributing to the overall success and strategic advancement of Taipei American School.

### Governance Support

- Works in collaboration with the Head of School to support the Board of Directors in the periodic review of the school's mission, the development of school policies, and the setting of strategic direction and priorities to ensure the long-term sustainability of the school.
- Supports the Head of School in promoting the professional growth of the Board of Directors, ensuring members are well-versed in educational research and trends, thus enabling them to better fulfill their strategic oversight responsibilities for student learning effectively and in alignment with the mission and schoolwide learning outcomes.
- Actively participates in the Board of Directors' meetings and liaises with relevant committees, including the Governance Committee, and/or Management and Resources Committee, Nominating Committee, and Election Committee.



- Supervises the Election Process for the Board of Directors ensuring transparency and adherence to established procedures.
- Prepares Board Reports as required, detailing the achievement of strategic objectives and other areas as outlined by the Head of School.

### **Supervision**

- Supervises the Director of Admissions and ensures that all admissions processes are conducted efficiently and effectively.
- Supervises the Director of Teaching and learning ensuring all instructional programs are of the highest quality and in alignment with the school's mission, schoolwide learning outcomes, and strategic goals. This includes curriculum development, implementation, and assessment to ensure that teaching practices are innovative, evidence-based, and effective.
- Supervises the Director of Inclusion and Wellbeing and ensures that the school's initiatives and programs related to diversity, equity, inclusion, justice, (DEIJ) and service learning are effectively developed, implemented, and maintained.
- Supervises the Director of Educational Technology and ensures the integration of technology into the curriculum enhances teaching and learning across all grade levels. This includes overseeing the development and implementation of a comprehensive technology plan that aligns with the school's mission and strategic goals.
- Supervises the Director of Student Support Services and ensures that comprehensive support systems are in place to meet the diverse academic, social, and emotional needs of all students.

### **Curricular Development and Professional Growth**

- Partners with Divisional Principals to foster a culture of professional growth and best practice through continual engagement of faculty, staff, and parents in meaningful discussions and training around best educational practices to build knowledge and capacity, ensure alignment with the school mission, schoolwide learning outcomes, and strategic objectives, and promote a cohesive approach to professional development and continuous improvement.
- Together with Director of Teaching and Learning, helps lead curricular initiatives like Understanding by Design, Atlas curriculum mapping, and department-specific curricular review aiming to align curriculum to school mission and learning outcomes.



- In collaboration with the Director of Teaching and Learning, designs and implements an annual plan for professional development that not only supports the achievement of the strategic plan but also energizes faculty to critically examine their practices and embrace innovation to maximize the impact of their teaching on all students.
- Nurtures the development of high-performing leadership teams where collaboration, diversity of thought, and a shared commitment to the school’s mission and strategic objectives drive decision making.

### **Resource Management and Allocation**

- Assists in preparation of the annual operating budget ensuring that fiscal resources are strategically aligned with the implementation of the strategic plan and are in support of the school’s mission, schoolwide learning outcomes and values further reinforcing the long-term sustainability and success of the school.
- Collaborates with the CFO, COO, and other budget managers to strategically integrate resources into the curriculum and classroom settings.
- Oversees the professional development, accreditation, DHoS office budget, along with other relevant budgets to ensure optimal allocation of resources, promote financial accountability, and support the school’s strategic goals.

### **Communication and Community Engagement**

- Serves as a vital link between the school and Parent Teacher Association, cultivating open communication and fostering collaboration to ensure the success of school initiatives and the development of a cohesive and supportive community.
- Closely collaborates with the Advancement and Communications office to develop and implement communication strategies to ensure timely and effective dissemination of schoolwide information to students, parents, faculty, and staff.
- Provides regular updates to the school community on strategic initiatives, school performance, and upcoming events.
- Supports the HoS and divisional administration with addressing concerns and feedback from the school community promptly and professionally, ensuring a high level of responsiveness and service.
- Promotes a culture of transparency, inclusivity, and collaboration within the school community, fostering strong relationships and trust.



## Qualifications and Personal Attributes

### Required Education/Experience

- Five or more years of senior administrative experience in education.
- Master's Degree in related field (doctorate preferred).
- Experience in a large school setting.
- Advanced proficiency in relevant educational technology and administrative tools.

### Successful candidates will demonstrate most of the following qualifications and attributes:

- The ability to articulate vision and think strategically, lead collaborative decision-making, and manage the systems and processes necessary to implement strategy;
- Successful track record developing, implementing, and monitoring purposeful data-based actions to ensure mission alignment of all educational programs;
- Proven success in supporting, and developing the growth and development of talented faculty, staff, and administration;
- An open, approachable, empathetic and responsive leadership style that genuinely invites and respects the perspectives and views of others and builds a culture of trust and inclusion;
- An ability to listen and connect authentically and effectively with parents, faculty and staff, students, alumni, and the Board of Directors so that these groups are appropriately involved and informed of school events, potential issues, key decisions, and needs;
- A culturally sensitive leader who can advance the development of intercultural competencies throughout the school and respectfully navigate diverse cultural and social situations;
- A deep and technical understanding of curriculum, teaching and learning, and the ability to implement initiatives that focus on high academic standards, personal well-being, and service;
- The ability to be highly organized, yet also flexible and adaptable;
- A growth mindset, a good sense of humor, and a genuine passion for students and education.



# Learn More

Click on the links below to learn more about Taipei American School.

[School Website](#)

[School Profile](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants 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 and leadership philosophy;
- 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:

**Art Charles**  
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