POSITION

Dongtan Campus

Administration - Full Time

2026 - 2027

1-Year Contract

F VISAS OR KOREAN CITIZENSHIP

SPAS Applicant Pack

www.stpaulscholars.com

ABOUT SPAS

Saint Paul American Scholars (SPAS) is a growing K-12 school district that is designed to help teach young people to become responsible citizens and to prepare students for college. That means that they must learn the key attributes of ethical behavior including courage, compassion, integrity, justice, truth, reason, fairness, respect, and honesty in addition to the core academic subjects.

A positive school climate is characterized by quality teaching by instructors and effective learning by students. This requires a safe environment for all who work in and attend SPAS along with an emphasis on citizenship and adherence to rules applied equitably and fairly to all in the Saint Paul Scholars community. We believe that parents are essential partners in the educational process and must be properly involved and accountable for the achievement and behavior of their children.

Our Educators

Believe in the Connection Between School, Student, and Parent: Proactive communication, proactive collaborative efforts, and the dedication of time devoted to student progress in learning

Align with a School Community's Effort to Raise a Child: Cooperation with fellow-teachers, active engagement with the school's administration, keeping parents informed on goals for children

Are Role Models: Having mature character, outstanding ethical decision making, fairness, and equality for yourself to model for others

Make Data-Driven Decisions: Following collection: application of data and using data to make informed decisions for student learning and modifications to teaching

Provide Social-Emotional Learning: Understanding that the development of a child goes beyond academics, and making full use of our Counseling system to support growth, as well as implementing this mindset into the classroom itself

•OUR HIRING PROFILE•

What You Need to Prepare Before Applying:

- An updated resume that accounts for all experience relevant to the job posting
- A letter of introduction (preferred) specific to the role & to outline the strengths of your candidacy
- 3 letters of recommendation - one **must** be your most recent/current employer
  - Reference checks will be conducted during the recruitment and interview process

Basic Requirements:

- **Visa/Status:** **F Visa, or Korean Citizenship**
- **Background checks & work-related documents** based on nationality and country of origin
- Minimum of **2 years of experience** in **education at international programs or other school settings**
- **Bachelors Degree** or higher in Education or degrees related to education

Your Experience: **Ahead of the interview, you will be asked to fill out a screener about your educational experiences. This will help us to understand your background and how it applies to the fundamentals of our educational beliefs.**

Your References: **We check all references for verification. Candidates who are unable to provide references cannot be considered for an interview. Please note that your current supervisor or mentor must be included in your reference list.**

Your Interview: **SPAS designs interviews to make hiring decisions on the basis that they are educators. During the interview, we want to see the side of you that matches this design and aligns with our vision of education at SPAS.**

•OUR HIRING PROFILE•

SPAS hires **educators**, and we are looking for candidates who consider themselves to be educators, not just teachers. This means, at their core, they want to know how else to support struggling students, how else to challenge excelling students, and why the students are performing on their levels. Educators' passion comes from hard work and effort to see a student not just survive, but thrive. Educators want to engage with other educators and stakeholders to support their students.
Educators understand that education is NOT just assigning, collecting, and checking work. If you agree, we look forward to hearing from you.

What does it mean to be an educator at SPAS?

- Believing in the connection between school, student, and parent
- Aligning with a school community's effort to raise a child
- Making data-driven decisions
- Providing Social-Emotional Learning and aiding in child development along with academic lessons
- Being a role model to students and leading by example
- Communicating regularly with stakeholders on all levels

An Ideal Candidate...

When taking on something new...

...put in the effort, research and care to get it done

When faced with conflict...

...look at ways to grow and build character

When thinking about education...

...become full of ideas, energy, and passion

When thinking about their future...

...have a plan for growth and excellence

CANDIDATE QUALIFICATIONS

Contract Term: 1-year, renewable for a 3-year term

- ***Renewable upon successful evaluation and mutual agreement.***

The initial contract for this role begins in **June 2026 and ends in August 2027.** The initial contract is considered a part of the candidate's probationary period and can be renewed based on a successful evaluation.

SPAS prefers in-person interviews for this role, and will only contact candidates with either an F-Visa status in South Korea, or candidates who hold Korean Citizenship. We will be starting interviews as we receive candidates either virtually, on GoogleMeet, with the School Principal and General Manager, or, preferably, in person. We will close the position once it is filled.

Minimum Qualifications

- Minimum of 2 Years of experience as a School Counselor or similar role
  - Candidates with a degree in counseling, child psychology, or therapy are preferred
- Experience working in school settings or counseling with children
- Familiarity with Second Step or other SEL-related platforms/curriculum
- Digital skills and high digital literacy in the use of Google-based platforms, Canva,
- Confident proficiency with **LMS** and **SIS** systems
  - Preferably experience using PowerSchool

Reports To:

Vice Principal, School Principal, and General Manager

Candidates:

Saint Paul American Scholars is actively seeking a caring professional to fill the role of SEL Counselor on our Dongtan Campus. This individual will play a vital role in supporting the social-emotional development of students in a structured, American-curriculum environment serving G1–G5. Working closely with the Administrative Team and campus Dean of Students, the counselor will help guide students through academic, behavioral, and personal challenges while strengthening proactive SEL systems aligned with our standards-based and data-driven approach. The ideal candidate understands how to partner with families, collaborate with teachers, and contribute meaningfully to a positive campus culture grounded in high expectations and genuine care. At SPAS, we value educators who see counseling not as a separate function, but as an integrated part of the daily life of the school community.

Benefits at a Glance

- **1-year contract/renewable**
- Salary offer based on degrees and years of experience in education
- Insured with the 4 National Insurances
- Severance Pay
- Parent Tuition Support for Enrollment at SPAS
- Generous PTO

GENERAL DUTIES

SEL Classes

Conducting weekly SEL classes with grades G1-G5

1:1 Counseling Sessions

Arranging and keeping details about 1:1 sessions with students in need of counseling for challenges faced at school

Parent Meetings

Inviting parents to the school for in-person meetings and attending arranged parent meetings to help support students' growth at SPAS

Staff and Teacher Training

Conducting professional development sessions and weekly update sessions for teachers to be aware of updates and the focus of the SEL program

School-wide Events

Attending all school-wide events held during normal operations, as well as being an active participant in the events

Monthly Assmeblies

Leading monthly assemblies as the School Counselor for Student of the Month themes and social awareness

Administrative Duties and Meetings

Leading the teachers in social-emotional implementations in the classrooms, and attending administrative planning meetings

Orientations

Leading orientations for students and teachers at the start of the semester

SCHOOL FAQ

Q: Where can I learn more about each campus?
A: Please visit our website at www.stpaulscholars.com

Q: Is SPAS an IB school?
A: No, SPAS is based on the AP curriculum and American-based standards for daily lessons. We utilize NGSS, Common Core, and AERO for our core subjects.

Q: How does the administration communicate with teachers?
A: The staff has weekly meetings throughout the month. Twice a month, these meetings are with the leadership of the school, where school-wide reminders, events, and updates are given. Twice a month, teachers also have the chance to meet as PLCs (professional learning communities), and discuss classroom-level issues, plot solutions for students in need, and review relevant data. SPAS also uses the google platform for internal conversation and communication.

Q: Where can I find answers to day-to-day questions?
A: In addition to our educational leadership, there is an office of administrative staff with a number of roles. We have a full list of Roles and Responsibilities available for teachers for easier access and identification to connect with the right person.

Q: Are there rules I will need to enforce every day?
A: Yes, we ask that all teachers monitor student behavior throughout the day as we believe it takes a whole community to raise a child. Homeroom teachers will be responsible for collecting phones every morning and taking morning attendance. All teachers are responsible for attendance for their classes throughout the day. We also have expectations concerning uniforms for students, and non-uniform apparel is not allowed.

Q: What are the students like?
A: Our students are inquisitive and friendly.

Q: How should I dress?
A: From Monday - Friday, all teachers and staff are expected to dress in business casual apparel - collared shirts, blouses, trousers, long skirts, etc. Fridays are casual days. However, teachers are not allowed to wear shorts, tank tops, or clothing that is too revealing or inappropriate around students.

Q: Will I have my own classroom? Is there a teacher's office?
A: Homeroom teachers will be assigned a classroom. In some cases, elective teachers may be asked to move from classroom to classroom.

Q: Are there after-school activities?
A: Yes, and we are eager to see your contributions to our ASA schedule. We would like to see you share your hobbies and interests for the students to join and build an additional, fun learning experience.

Q: Do we work on weekends?
A: No.

Q: Do we have field tips?
A: Yes, we arrange field trips for teachers and students twice a year.

Q: How many holidays are there?
A: Korean holidays mainly take place in autumn, and then again sporadically from January onward. SPAS has a Winter Break of two weeks and a Spring Break of one week in addition to the Korean holidays as well as days in the summer.

“SPAS inspires our students to possess global mindedness, be critical thinkers, and mutually respect others”

www.stpaulscholars.com