

***Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.***

## Early Childhood Center Teacher Librarian Beijing City International School, P. R. China

### Mission

The BCIS Mission is to challenge and empower students to be compassionate and inspired people, who act for the good of all and for the sustainable development of the world.

### General

Beijing City International School was opened in September 2005. It was established to provide an international education for the expatriate communities in Beijing, as well as, uniquely, offering education to the children of internationally-minded Chinese nationals. Beijing City International School (BCIS) is a private, not-for-profit institution governed by an appointed Board of Trustees. The school is funded by tuition fees.

The school boasts purpose-built, state-of-the-art facilities specifically designed to support our curriculum and progressive teaching and learning environment. The 51,000 square meter main campus sits on of prime land in the heart of the CBD and within one kilometer of the China World Trade Centre. In 2014/2015 the Early Childhood Program (Toddler, Nursery, Pre-Kindergarten, and Kindergarten classes) transferred to a new purpose-built Early Childhood Center located approximately one kilometer from the flagship BCIS campus. This 21,000-square meter facility has been built to an extremely high standard (U.S. Green Building Council's LEED Gold Standard) of environmental sustainability, in line with the school's mission.

BCIS is an inclusive school that admits students who can benefit from our program and whose families are committed to our school mission. BCIS is an International Baccalaureate (IB) World School which places a strong emphasis on personalized learning and academic rigor. We have aligned the Chinese National Curriculum with the BCIS curriculum and we are authorized to teach the IB Diploma Programme in Grades 11 and 12, the IB Middle Years Programme in Grades 6 to 10 and the IB Primary Years Programme from Nursery to Grade 5. The IB programs stress the importance of inquiry and educating the whole child. The language of instruction is English. The school is accredited by CIS and WASC and is a member of the Council of International Schools (CIS), the East Asia Regional Council of Schools (EARCOS) and the Association of China and Mongolia International Schools (ACAMIS).

Current enrollment across the two campuses is 1,300 students, with approximately 350 children at the Early Childhood Center.

### About the Early Childhood Center (ECC)

We are delighted to be hosting our children in our purpose-built LEED Gold Certified air filtered facility. Our beautiful campus allows us to create unique learning environments that encourage curiosity and support individual inquiry. The campus boasts generously sized and well-resourced classrooms, seven teaching kitchens, a triple-sized gym, an indoor gross-motor play space, an amazing early childhood library, a roof-top garden and beautifully landscaped outdoor learning spaces encouraging both environmental and sensory experiences.

At the ECC we follow the IB Primary Years Programme (PYP) curriculum framework and use play-based investigative pedagogy and student-centered inquiry as the vehicle for learning. We truly believe that young children learn best when they are engaged in authentic experiences and can interact freely with the environment, their peers and teachers to construct understanding and meaning. We place an emphasis on learning concepts, skills, attitudes and knowledge, and consider these early years to be of the utmost importance in preparing the children for a life of learning.

In addition, the ECC enjoys the ability to offer a collaborative intergenerational partnership between the Golden Heights retirement community and BCIS. Situated next door to the ECC campus, the retirement community is a member institute of the school's larger parent company, YueCheng group. Research points to the benefits afforded to both the youthful and the experienced through intergenerational relationships therefore the school warmly embraces this unique opportunity to foster connections that span a number of generations.

Children at the ECC range in age from two to six years old. We have four sections of toddler (two to three-year old's), six sections of nursery (three to four-year old's), five sections of prekindergarten (four to five-year old's) and five sections of kindergarten (five to six-year old's). The ECC consists of about 35 faculty and 35 teaching assistants. The leadership team includes the ECC Principal and ECC Deputy Principal. Each of the grade levels has a Team Leader who acts as a horizontal facilitator as well as vertical Team Leaders for the areas of Literacy, Chinese Studies, Sustainability and Activities. BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

### Job Goal

Work as a member of the Early Childhood Center team to provide visionary leadership to the development of the ECC library

### Key Areas of Responsibility for the BCIS Early Childhood Teacher Librarian

- **Teaching and Learning**
  - Promotes the values and mission of BCIS.
  - Is an advocate for literature and information literacy in the Early Childhood Center.
  - Help students use a range of resources and technologies.
  - Assist students to seek, critically evaluate, synthesize and present information.
  - Actively promote student information literacy across the curriculum.
  - Expose students to a range of genres in both print and digital formats.
  - Develop strategies to foster a love of reading and literature for leisure.
  - Promote best quality literature and authors reflecting a variety of cultures and themes.
  - Guide students in their reading choices.
  - Use selection tools/ reviewing journals to keep informed about current literature for children and young adults.
  - Work collaboratively with teachers to select suitable texts, develop literature-based reading programs and guide the development of unit plans.
  - Works closely with the IBPYP Coordinator to ensure consistency within the programme.
  - Is available to teachers as a consultant on curriculum issues regarding information literacy
  - Keeps teachers abreast of available resources.
  - Promotes and maintains a positive working environment in the Early Childhood Center.
  - Maintains open communication with staff.
  - Supports the professional development of teachers.
- **Management**
  - Organizes efficient procedures and systems for delivery of services, including flexible time-tabling for use of the library.
  - Develops and administers resource budgets.
  - Coordinates the roles and daily tasks of library staff / volunteers.

- Manages the automated library system and related technology.
  - Coordinates displays, special events and activities to support student learning.
  - Advises the administration on the long term growth and development of literature and information literacy in the Early Childhood Center including the introduction of new materials and resources, time allocation, school---wide professional development etc.
  - Decides on and implements yearly objectives for the Early Childhood Center relating to the library services and writes a summary of the activity and results of work conducted.
- **Services**
    - Selects resources to support the information needs of the school community.
    - Employs strategies to maximize access to print and electronic resources.
    - Facilitates access to community resources and information services.
    - Instructs students in specialist information tools and services.
    - Provides a friendly learning environment in which students feel confident that their information needs will be addressed.
    - Provides access to local knowledge networks.
    - Ensures that the library is multi---functional and a focal point for student learning.

### Required Qualifications

- Bachelor's degree in education or higher
- At least 2 years of relevant experience preferred
- Deep knowledge and understanding of developmental milestones of young children
- Working knowledge of the IB Primary Years Programme
- Experience of working in a culture other than your own.

### Salary and Benefits

The salary will be regionally competitive and commensurate with the qualifications and experience of the successful candidate. The package includes: generous salary, furnished housing, medical insurance, annual travel allowance, shipping allowance, tuition for dependent children, ample professional development opportunities and the benefit of belonging to both a highly engaged leadership team and a warm, caring and innovative community.

### Application Process

Interested candidates are requested to apply to the Head of School [Tom.Egerton@bcis.cn](mailto:Tom.Egerton@bcis.cn) and to send the following asap:

- Cover letter
- Educational Philosophy
- Resume
- Up to date contact information of four references

Applicants should visit the school website for more information about the school [www.bcis.cn](http://www.bcis.cn)

Application deadline      open  
 Start date                      July 2023

*NOTE: \*The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.*