

Beijing City International School 北京乐成国际学校
No. 77 Baizhuan Nan Er Road, Chaoyang District, Beijing 100022, P.R. China
Tel: +86 10 8771 7171 Fax: +86 10 8771 7778
北京市朝阳区百子湾南二路77号, 100022

 **BCIS** BEIJING CITY INTERNATIONAL SCHOOL
北京乐成国际学校

文行
忠信
Empowering and
Inspiring through Challenge
and Compassion

Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园
No. 11 Dongbai Street, Chaoyang District, Beijing 100022, P.R. China
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www.bcis.cn

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.

Secondary School Middle Years Programme (MYP) Coordinator **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. This 51,000 square meters main campus sits on a plot 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 (LEED Gold Standard) of environmental sustainability, in line with the school's mission.

We are an inclusive school that admits students who can benefit from our program and whose families are committed to our school mission. The language of instruction is English and students must either be fluent in the English language or willing to develop fluency through the school's ELL (English Language Learners) program to gain admission to, or continue in, the school's program of studies.

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 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). The most recent strategic plan was collaboratively developed in the Spring of 2022.

Current enrollment across the two campuses is 1,250 students, with approximately 500 children at the Secondary School.

About the Secondary School

In addition to the IB Diploma, BCIS offers a BCIS Diploma program that been aptly named IDEATE (ID8). BCIS IDEATE Program empowers high school students to take charge of their own learning by truly ideating their own path of study. Fully accredited and recognized by universities around the world, IDEATE is a personalized, inquiry-based 2-year high school diploma for senior students who want to pursue their passions, develop future-ready competencies, and apply their learning to be change-makers in their communities.

The secondary school consists of around 70 faculty and 20 teaching assistants. The senior leadership team includes the Principal, Deputy Principal, DP curriculum coordinator and MYP curriculum coordinator. Each of the eight Areas of Learning has a Team Leader. These Team Leaders create an additional leadership group in the Secondary School. BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

Our curriculum includes standards and benchmarks taken from Australia, Great Britain and North America. Units are built around concepts and utilize Inquiry-based instruction. Assessment is ongoing, relevant and differentiated. External

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assessments include MAP, NGEA, and GL PASS to ensure that our programs remain competitive with other international schools. Support services include two guidance counselors, a university guidance counselor, ELL teachers and TAs and learning support teachers and learning support TAs. In addition, the Librarian offers support as the Extended Essay coordinator.

Students participate in a robust Enrichment Activities program that includes a wide range of teacher-led and student-run activities. Students drive much of the program and have many opportunities to grow as leaders. BCIS offers three sports seasons and participates in ACAMIS, ISAC and Beijing-based leagues and associations. BCIS regularly participates in, and hosts, arts festivals (ISTA, TAPS, etc..) and student leadership events such as GIN, MUN and student-initiated business competitions and film festivals. It is a very busy place! BCIS has facilities that are envied by schools across the city and throughout the region.

Essential Duties and Responsibilities

- Will work collaboratively as an integral member of the Secondary School Senior Leadership team.
- Provide visionary leadership for the MYP in alignment with the BCIS mission, strategic plan and goals.
- Will attend all relevant meetings as scheduled.
- Will be responsible for the organisation of presentations / meetings as directed by the Head of School or Principals.
- Will be expected to assist in the presentation, production and distribution of school handbooks and other related literature including contributing regularly to the Xue Xi.
- Will appraise the effectiveness of his / her teaching practices, managerial practices and IB programme not only in terms of achieving personal goals, but also in terms of the total school instructional programme.
- Will use sound business procedures in administering budget allocations.
- Will coordinate selection / evaluation of resources to meet the needs of the users.
- Will serve as a resource person to teachers.
- Will organize and / or teach in---service for faculty.
- Will maintain positive public relations with colleagues, students, parents, and the community.
- Performs other duties, which might be requested by the Head of School.
- Will come with a teaching component to be determined by the principal.

Specific Coordinator Duties

Documentation

- Establish and maintain a record of completed unit planners.
- Lead the process of developing or reviewing the school's articulation of the curriculum
- Participate in the formation of the school's strategic development plan.
- Ensure that pertinent IB documents are distributed to staff, students, and parents" as outlined in the IB Standards and Practices

Professional development

- Ensure that staff members are made aware of professional development opportunities.
- Provide Professional Development and curriculum support to faculty.
- Keep a record of workshop attendance and school visits to ensure equality of opportunity and identify on---going needs.
- Assist teams or individuals in developing and documenting curriculum.
- Support the teachers responsible for, and the students involved in, the MYP Personal Project in the final year of the programme.

Resource Management

- Make recommendations for the purchase of suitable resources to support the implementation of the program.
- Be responsible for the establishment of an inventory of resources to facilitate efficient management.

Communication

- Set up systems for communication and collaboration among all staff members involved in implementing the programme.
- Conduct parent information sessions.
- Publish articles pertaining to the programme for BCIS publications

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- Circulate all relevant information received from the IB.
- Prepare and submit any documentation required for authorization and evaluation.
- Ensure that all requirements of the IB concerning the implementation of the programme are adhered to.
- Respond to requests for information (for example, questionnaires) from the IB.
- Liaise between the school and the IB.
- Provide outreach to the wider MYP community through OCC discussion forums, e-mail and school visits.
- Promote the use of the OCC within the school community
- Work collaboratively with the PYP and DP Coordinators and coordinate resources where possible.

Other

- Ensure that all regulations set by the IB concerning the programme and the procedures are adhered to properly, and that all deadlines are met.
- Oversee the implementation of conceptual based teaching and planning practices, including key concepts, related concepts, global contexts, and inquiry questions, according to IB guidelines.”.
- Ensure that the concepts of international awareness and international-mindedness permeate all subjects.
- Maintain accurate school information via IBIS.

Attributes of the MYP Coordinator will include:

- Philosophical alignment with the school mission, vision and strategic plan initiatives.
- Understanding of and empathy for the learning, social and emotional needs of adolescents.
- Commitment to intellectual rigor and personalized learning.
- Strong communication skills.
- A high emotional intelligence quotient and the capacity to be both compassionate and firm while respecting a diverse community of students, parents and professional staff.
- A healthy balance of organization and efficiency.
- Ability to collaborate and build relationships as a member of the secondary school senior leadership team.
- Sense of humor and ability to see the good in all and presume positive intentions.

Desired Qualifications

- Bachelor's Degree in Education or equivalent, Masters Degree preferred.
- A proven record of educational leadership experience at a senior level.
- Understanding of best practices in curriculum development, instruction, assessment, and student support services (EAL, Learning Support, Gifted and Talented).
- Experience working in a culture other than your own.
- Strong technical skills.

Application Process

Candidates are requested to apply to SSPrincipal@bcis.cn and to send the following in a single PDF document. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or online. The search committee reserves the right to close the selection process at any time if the right candidate is found.

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

Applicants should visit the school website at www.bcis.cn for more information about the school.

Application deadline	open
Start date	1st August 2024

NOTE: The above job description reflects the general requirements necessary and describes principle functions or responsibilities of the job identified. It 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.

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