

Beijing City International School 北京乐成国际学校
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Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园
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北京市朝阳区东柏街11号, 100022

www.bcis.cn

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

文行
忠信 Empowering and
Inspiring through Challenge
and Compassion

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 CAS/SA 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.

Reports To: SS School Principal

Job Goal: The CAS/SA Coordinator supports Administration in developing and maintaining a culture of compassion and community engagement in grades 6-12 by coordinating, empowering and inspiring students, teachers and parents to embrace service learning and CAS, while ensuring compliance with IB regulations.

Essential Duties and Responsibilities

- Promote and encourage a spirit of community and service within the BCIS community, consistent with the belief that involvement in Community and Service should be part of everyone's life.
- Empower students to find and pursue their own meaningful activities.
- Work with IB coordinators, department teams and individual teachers to purposefully develop Community and Service learning activities into curriculum across MYP and DP grade levels.
- Initiate and support teachers and students to make and extend meaningful and sustained Community and Service connections and mutually valued projects. These may extend or be independent from curriculum, supporting Enrichment Activities and Week Without Walls.
- Map and review CAS/SA scope and sequence, Grades 6-12.
- Provide guidance to new staff during induction on how to support CAS and enact SA units in the MYP.
- Co-ordinate CAS programmes for DP students via ManageBac. This includes:
 - formally introducing DP students, advisors and parents to the CAS Programme, its requirements and responsibilities;
 - identifying, and assisting students to identify, suitable CAS projects and activities;
 - encouraging staff, parents and other appropriate individuals to lead CAS activities;
 - maintaining and updating BCIS CAS guides and files;
 - providing appropriate support for students and advisors, including regular monitoring of progress and satisfaction.
- Promote CAS activities through a variety of methods including the School's website, virtual learning environments, information sessions and face-to-face meetings.
- Maintain regular contact with parents and students to provide updates and clarify expectations of the CAS program.
- Publish articles about BCIS Community and Service activities on the BCIS website, IB publications and through other media.
- Maintain an annual budget.
- Provide professional development for staff.
- Network and develop new CAS opportunities.
- Perform other duties assigned by the Principal or Head of School, consistent with BCIS Teacher Terms & Conditions.
- Teach a class (up to 50%) if required.

Attributes of the CAS/SA 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.

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- A healthy balance of organization and efficiency.
- Sense of humor and ability to see the good in all and presume positive intentions.
- Leadership
 - Adapt to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
 - Adapt to accepting responsibility for the direction, control, or planning of an activity.
 - Adapt to dealing with all students in Grades 6–12.
 - Adapt to making generalizations, evaluations, or decisions based on BCIS Mission and Values.
 - Adapt to working cooperatively with all school and system personnel.

Desired Qualifications

- Bachelor's Degree in Education or equivalent
- Teaching certification
- Philosophical alignment with BCIS vision and mission
- Understanding of, and empathy for, the learning, social, and emotional needs of adolescents
- Commitment to academic rigor and personalized learning
- Strong organization and communication skills
- High emotional intelligence including the capacity to respond with compassion and firmness to, and to maintain the respect of, parents, students and colleagues from different cultures
- Prior experience in this or a similar role is preferred but not required

Work Year: Around 190 days per year. Salary to be established by Head of School with approval of Board.

Evaluation: Performance of this job will be evaluated by the SS Principal in accordance with Board Policies and Protocols.

Employment Arrangements: Appointment aligned with employment contract, full-time teaching load.

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.