

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 University Guidance Counselor** **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 Principal

**Job Goal:** work as a member of the Secondary School team to provide college and career guidance to secondary teachers, students and families.

### Role Description/Working Relationships

In conjunction with the Secondary School (SS) Principal, the University Guidance Counselor is expected to work closely with the counseling team, coordinators and student support services team to provide guidance and support for SS students.

### Essential Duties and Responsibilities

- Works collaboratively as part of the Student Support Services team to provide support to students and faculty.
- Educating students and parents about universities and colleges, the university and college admissions process, trends, procedures, and testing; advising and supporting classes of 40---60 seniors and families as they go through the process; and helping students and families aspire realistically and choose wisely.
- Meeting with students in grades 9 – 12, individually and in groups, to talk about the university application and admission process and to talk about individual university and college choices. The University and College Guidance Counselor advises 9th and 10th graders on curricular choices, as needed, and works with students to understand off shore university and college admissions, especially aspects unique to them.
- Meeting with all university and college admissions representatives who visit our campus and facilitating meetings between university and college representatives and our students. The University and College Guidance Counselor also serves as a liaison with University and College admissions offices throughout the year
- Compiling an annual Profile for BCIS, as well as information on grade distributions and courses offered at our school.
- Working with the Admissions Office and the Secondary School Office to maintain records on seniors, including recommendations and transcripts.
- Writing an official school recommendation for each senior. To do so, the University and College Guidance Counselor gathers information from parents, teachers, school records, and students themselves. The University and College Guidance Counselor also completes all School Report, Mid---Year Report, and Final Report forms requested by colleges, including evaluations of students.
- Administering the University and College Guidance budget and purchasing, maintaining, and sharing information on colleges, college guides, scholarships, financial aid, and paying for university and college.
- Updating an annual University and College Search Handbook, a resource emailed to students and parents each summer, an extensive assembly of information about the college search process. The University and College Guidance Counselor also keeps parents informed through a monthly column, a newsletter for parents, and in letters. Guidance Counselor also keeps parents informed through a monthly column, a newsletter for parents, and in letters about test dates, local college events, and financial aid.
- Acting as lead advisor to the senior class as a whole and advising several individual seniors each year, providing academic counseling. In addition to working with the senior class on class events, class meetings provide an opportunity to disseminate information about the college application process.
- Keeping track of admission decisions, statistics, and making a report to the Board of Trustees.
- Making informational presentations to parents, such as the annual presentation to parents of 6<sup>th</sup>- 11<sup>th</sup> graders, new

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parents, and the PTA.

- Attends professional development to be informed of academic practices.
- Being aware of issues and trends in college admission, higher education, testing, as well as keeping up-to-date about specific colleges and maintaining membership in professional organizations: The College Board, The National Association of College Admission Counselors, the New England Association of College Admission Counselors, and the Overseas Association of College Admissions Counselors.
- Maintaining and disseminating information about standardized tests such as SAT, ACT, and TOEFL, helping to administer SAT exams.
- The University and College Guidance Counselor serves on the Graduation Committee.
- Service as a member of the Secondary School Faculty and Student Support team.
- Attends to any additional responsibilities as assigned by their supervisors.

#### Attributes of the University Counsellor 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

- Master in counseling or equivalent.
- Minimum 5 years experience as an educator.
- Understanding of best practices in university guidance counselling, and student support services.
- Experience working in a culture other than your own.
- Fluent communication in both written and spoken English & Chinese
- Strong technical skills.

#### Application Process

Candidates are requested to apply to [SSPrincipal@bcis.cn](mailto: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](http://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.