

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.

Assistant to Principal BCIS Courtyard Kindergarten

General

Beijing City International School was opened in September 2005. It was established to provide an international education for the 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. In 2019 the Courtyard Kindergarten campus opened featuring a unique campus design of ancient and modern, China and the world, which allows children to engage in inspiring, open and connected learning spaces.

We are an inclusive school that admits students who can benefit from our program and whose families are committed to our school values. The language of instruction is English. Older students must either be fluent in the English language or willing to develop fluency through the school's EAL (English as an Additional Language) 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, the IB Middle Years and the IB Primary Years Programmes. The IB curriculum frameworks stress the importance of inquiry and educating the whole child. In addition, in 2018 BCIS launched its own inquiry-based, two-year high school diploma, IDEATE, to further personalize learning for high school students. 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 three campuses is approximately 1,400 students.

BCIS Courtyard Kindergarten

BCIS Courtyard Kindergarten, conveniently located in the Shuangqiao area of Chaoyang District, is part of Beijing City International School. The Courtyard Campus opened in 2019 but is part of the BCIS 20-year history of outstanding, progressive international education. The kindergarten features a unique campus design of ancient and modern, China and the world, which allows children to engage in inspiring, open and connected learning spaces. The kindergarten's facilities include open learning spaces, an indoor gym and theater, rooftop and outdoor play spaces, teaching kitchen, a parents' center and much more. The design of the spaces demands teachers to think creatively, work in an innovative way and collaborate in the learning program planning and delivery.

Crystallizing the pioneering and innovative experiences of providing international education for years, the Courtyard Kindergarten Curriculum builds on the very best practices from Beijing City International School that enables young children to learn through investigative play. While providing high-quality international education, the kindergarten also honors the best of Chinese language and culture, creating a dialogue between the past, the present and the future.

REPORTS TO: BCIS CK Principal

JOB GOAL: To proactively assist with efficient, systematic and organized daily school operations, liaising externally with the parent community and internally between academic and administrative departments. As a member of the academic team, the Assistant to Principal at BCIS CK fully supports Principal on CK relevant works and daily administrative work.

RESPONSIBILITIES:

General:

- Promotes the values and mission of YCE Kindergartens.
- Implements school-wide policies.
- Promotes and maintains a positive working environment in the kindergarten.
- Prepare correspondence, reports, and materials for publications and presentations. Of particular importance are reports, Principal's public announcements and all correspondence with parents. Translation into Chinese is often required.
- Answer telephone calls and handle inquiries in a professional and welcoming manner.
- Assists with coordinating and communicating with other relevant departments.
- Perform general clerical duties to include but not limited to: attendance management, emergency evacuations assistance, photocopying, faxing, mailing, delivery, and filing filing. Especially maintain hard copy and electronic filing system:
- Assists the principal with updating child and parent information.
- Maintains relevant, timely and accurate documentation with great sense of confidentiality.
- Assists in identifying problems and provide suggestions and solutions.
- Handles emergencies independently while the principal is away.
- Carries out substitution and supervisory duties, within established acceptable guidelines, as required by the school leadership, such as participating in after-school activities, open days.

With the Principal:

- Setup and coordinate meetings and conferences with the ELT, principals, faculty, PTA, parents and visitors.
- Create, transcribe, and distribute meeting agendas and minutes. Translation into Chinese is often required.
- Maintains academic operational budget records.
- Maintain Principal daily, weekly, monthly and yearly schedule/calendar. Set up Principal travel arrangements

With Faculty:

- Liaises with teachers when new children join the school.
- Liaises with parents when needed by the teachers.
- Assists teachers in preparation of necessary paperwork between the academic and administrative departments.
- Assists with the registration of workshops, professional development and other learning opportunities.
- Supports as TA role when required.

With Parents:

- Ensures new and existing families have the correct information (parent ID passes, information home, etc.).
- Assists with communication with parents about a variety of issues.
- Refers all parent questions, comments and concerns directly to the relevant person.
- Acts as point of reference and school contact for parents.

With Admissions:

- Maintains class lists.
- Helps to ensure up-to-date contact details for enrolled families.

- Assists with filing and file management.
- Assists families with enrolment and withdrawal paperwork and procedures.
- Assists with open house and other marketing or admissions activities as required even during weekends.

With Enrichment Activities/ Extended Schools:

- Maintains records of attendance (e.g., daily, early dismissal, extended school, enrichment activities).
- Supports as TA role when required.

With Library:

- Assists with resource organizing and library management, include but not limited to:
 - Catalogues resources into the library and resource management system.
 - Processes resources ready for use in the learning program.
 - Manages the resource storage areas.
- Perform as Library Assistant when required.

DESIRED QUALIFICATIONS:

- Philosophical alignment with the school mission, vision and strategic plan initiatives.
- Bachelor's degree or higher.
- Minimum 5 years of successful experience in early years field.
- Excellent communication skill both in Chinese and English.
- Computer literacy and skilled in office software.
- Able to work in demanding, result oriented and often highly confidential environment.
- A healthy balance of organization and efficiency.
- Ability to collaborate and build relationships as a member of BCIS CK team
- Ability to see the good in all and presume positive intentions.

WORK YEAR: Around 210 days per year as per BCIS CK school calendar.

EVALUATION: Performance of this job will be evaluated by the principal in accordance with Board Policies and Protocols.

APPLICATION PROCESS

Candidates are requested to apply to Career.yce@ycedu.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
- 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	5th Jan 2026

NOTE: The above job description reflects the general requirements necessary to describe principal 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.

BCIS is an equal opportunity employer.