

Beijing City International School 北京乐成学校

No. 77 Baiziwang 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

Beijing City International School Early Childhood Center 北京乐成学校幼儿园

No.11 Dongbal Street, Chaoyang District, Beijing 100022, P. R. China

Tel: +86 10 6770 0766

北京市朝阳区东柏街11号, 100022

*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.*

## BCIS High School CAS 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. 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, with 257 children at the High School.

Beijing City International School 北京乐成学校

No. 77 Baiziwan 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

Beijing City International School Early Childhood Center 北京乐成学校幼儿园

No.11 Dongbal Street, Chaoyang District, Beijing 100022, P. R. China

Tel: +86 10 6770 0766

北京市朝阳区东柏街11号, 100022

### About the High School

Many students in the High School choose to enroll in the IB Diploma Program. The IB Diploma Programme (IBDP) offers a comprehensive and challenging two-year curriculum, culminating in final examinations. Designed for highly motivated students aged 16–19, it incorporates the best elements of global education systems, establishing broad and balanced academic depth.

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. The BCIS IDEATE Program is for students who want to pursue their passions, develop future-ready competencies, and apply their learning to be change-makers in their communities. Fully accredited and recognized by universities around the world, IDEATE is a personalized, inquiry-based high school diploma for students who want to pursue their passions, develop future-ready competencies, and apply their learning to be change-makers in their communities. Students can begin an IDEATE personalized pathway to graduation from G9.

The senior leadership team includes the Principal, Deputy Principal, DP curriculum coordinator, ID8 curriculum coordinator, and High School University Guidance Counselors. Each of the eight Areas of Learning has a Team Leader. In addition, there will be newly appointed Grade Level Leaders for the 2026-2027 academic year who will support the oversight of pastoral and academic care at each of the four grade levels (Grades 9-12). These Team Leaders will create an additional leadership group in the High 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 assessments include MAP, NGEA, and GL PASS to ensure that our programs remain competitive with other international schools. Support services include a 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: High School Principal

#### Key Areas of Responsibility for the BCIS High School CAS Coordinator

1. Program Vision, Leadership & Culture
  - Promote and encourage a spirit of community, service, and global citizenship within the entire BCIS community.
  - Empower students to find, initiate, and pursue their own meaningful and personally relevant service activities.
  - Network with local and global organizations to develop new and impactful CAS and service learning opportunities.
  - Publish articles and promote CAS/Service Learning activities through the school website, IB publications, virtual learning environments, and other media to celebrate achievements and inspire participation.
2. Curriculum Integration & Faculty Support
  - Work collaboratively with IB Coordinators, subject teams, grade level teams and individual teachers to purposefully integrate Service as Action (MYP) and CAS (DP) learning activities into the curriculum across grades 9-12.
  - Initiate and support teachers and students in developing meaningful, sustained, and mutually valued community partnerships and projects.
  - Map, review, and refine the CAS/Service Learning scope and sequence for Grades 9-12 to ensure vertical and horizontal alignment.

Beijing City International School 北京乐成学校  
 No. 77 Baiziwang 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

Beijing City International School Early Childhood Center 北京乐成学校幼儿园  
 No.11 Dongbal Street, Chaoyang District, Beijing 100022, P. R. China  
 Tel: +86 10 6770 0766  
 北京市朝阳区东柏街11号, 100022

- Provide professional development and ongoing guidance for faculty and advisors on supporting students and enacting successful service learning units.
  - Provide specific guidance to new staff during orientation on CAS/SA philosophy and practical implementation.
3. IB CAS Program Management & Compliance (DP)
- Coordinate the entire DP CAS program via online platform, serving as the primary expert and system administrator.
  - Formally introduce DP students, advisors, and parents to the CAS programme, including its core components, requirements, and responsibilities.
  - Identify, and assist students in identifying, suitable CAS projects and activities that meet IB learning outcomes.
  - Proactively identify, monitor, and nurture high-potential students in Grades 9-12. Analyze their learning attitudes, achievements, and specific challenges to design targeted interventions that ensure they remain engaged and achieve their full potential in the CAS program.
  - Maintain regular contact with parents, students, and advisors to provide updates, clarify expectations, and monitor student progress and reflection.
  - Maintain and update all BCIS CAS guides, resources, and student files to ensure full IB compliance.
  - Encourage and support staff, parents, and community members to lead and supervise CAS activities.
4. Operational & Administrative Duties
- Initiate and support service projects connected to key school programs such as Enrichment Activities and Week Without Walls.
  - Develop and maintain an annual budget for the CAS and Service Learning programs.
  - Teach academic classes as required by the High School Principal.
  - Conduct parent information sessions about CAS and Service Learning, offering workshops and open house events to foster engagement, share updates, and support student success through clear and effective information exchange.

#### 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.
- 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 9–12.
  - 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

Beijing City International School 北京乐成学校

No. 77 Baiziwan 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

Beijing City International School Early Childhood Center 北京乐成学校幼儿园

No.11 Dongbal Street, Chaoyang District, Beijing 100022, P. R. China

Tel: +86 10 6770 0766

北京市朝阳区东柏街11号, 100022

- 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

### 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 [ssprincipal@bcis.cn](mailto:ssprincipal@bcis.cn) and to send the following in a single PDF document:

- Cover letter
- Educational Philosophy
- Resume
- Educational experience and achievements or performance highlights

Shortlisted candidates will be interviewed remotely and shortly thereafter finalist candidates will be invited to Beijing to visit with the school, along with spouse, if applicable and if travel allows. Candidates are requested to submit the requested materials as early as possible, as the search committee reserves the right to close the selection process at any time if the right candidate is found. The Search Committee will conduct initial interviews as applications are received.

|                      |                 |
|----------------------|-----------------|
| Application deadline | open            |
| Start date           | 1st August 2026 |

NOTE: The above job description reflects the general requirements necessary and describes principal 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.

BCIS is an equal opportunity employer.