



Canadian International School of Hong Kong
香港加拿大國際學校

Lower School Vice Principal (Curricular)

CDNIS seeks a dedicated and student-centred leader who has exceptional communication and interpersonal skills to serve in the position of
**Lower School Vice Principal
(Curricular)**

**Application Deadline
Tuesday, February 28, 2023**

**Start Date
August 2023**



The Position

Reporting to the Principal of the Lower School, the Vice Principal (Student Life and Well-being) and Vice Principal (Curricular) work as a team in assisting the Principal in the general organization and management of the Lower School as assigned. The Vice Principal (Curricular) works together with the Principal in all areas of school life, including personnel management and evaluation, student recruitment, and teacher recruitment. The Vice Principal (Curricular) will continue the establishment of positive relations with all members of the CDNIS community and shall at all times conduct themselves in a manner so as not to bring the reputation of the school into controversy or disrepute.

Duties and Responsibilities Curricular (Early Years to Grade 5)

- Lead in creating a data informed culture throughout the Lower School
- Assess and monitor the implementation of the Lower School learning principles
- Work with IT to create a system for the collection and analysis of student data
- Collaborate with PYP Coordinator to ensure horizontal and vertical curriculum alignment
- Create an annual assessment schedule and monitor its implementation
- Organize the Parent-Teacher Conferences
- Create supervision schedules
- Assist the Principal in the creation of the Lower School timetable

General Duties and Responsibilities (Grades 2-5)

- Be the case manager for student behaviour incidences in Grade 2 to Grade 5
- Be the Child Protection Officer for the Lower School
- Work with Vice Principal (Early Years to Grade 1) to schedule and run special events and assemblies
- Review annual school evacuation plans
- Perform teacher evaluations
- Participate in the hiring process of teaching and support staff
- Provide assistance with professional development initiatives
- Participate in policy development and implementation initiatives
- Perform other duties as assigned
- In the absence of the Principal, the Vice Principal (Student Life and Well-being) and the Vice Principal (Curricular) shall be in charge of the Lower School and shall perform the duties of the Principal

Required Qualifications and Experience

- A Master's degree in Education or related field
- Significant teaching experience at the Lower School level
- Prior administrative/leadership experience
- Ability to inspire trust and confidence among all members of the CDNIS community
- Ability to effectively communicate and model the mission of CDNIS
- Ability to work collaboratively with administrators and teaching staff
- Proven excellence in leadership, organizational, administrative and communication skills
- A keen interest in working with students in a holistic way to develop their full potential

Desirable Qualifications & Experience

- The ability to speak Chinese or an interest in learning the language
- Knowledge and experience with the IB Primary Years Programme
- International teaching experience

Salary and Benefits

CDNIS offers a very generous salary and benefits package that is highly competitive and will be commensurate with the qualifications and experience of the successful candidate.

The School

Located in the heart of the southside of Hong Kong Island and overlooking the South China Sea, Canadian International School of Hong Kong is one of the top international schools in Asia. Our school offers a rigorous academic programme to over 1,800 students representing more than 40 nationalities from Early Years 1 (pre-kindergarten) to Grade 12 all on one campus.

In August 2022, the Lower School introduced a dual language option as part of its Early Years Programme, which will expand up through the Lower School over the next six years.

CDNIS is just one of eight IB continuum schools in Hong Kong to offer three IB programmes. Along with the IB Diploma, CDNIS students earn the Ontario Secondary School Diploma (OSSD), giving them a rare opportunity to graduate with two distinctly different diplomas and allowing them to gain acceptance to some of the world's most prestigious universities.

Our all on one campus model ensures coherence through on-going collaboration of the Lower School and Upper School leadership teams. Additionally, the Director of Chinese Studies, Director of Visual and Performing Arts, Director of College Counselling, the Head of Local and Global Engagement and three IB Coordinators help support the divisions to ensure common curriculum implementation, assessment practices and professional development opportunities. The Lower and Upper School administrators and teacher leaders meet throughout the year to share best practices, align student reporting methods and advance ongoing schoolwide initiatives.



Mission and Vision

Vision Statement

To inspire excellence, cultivate character, and empower engagement locally and globally.

Mission Statement

CDNIS is a school united by the joy of learning, excellence in achievement and development of character. We will inspire academic and personal growth in our students by encouraging inquiry, stimulating creativity and innovation, embracing cross-cultural and global perspectives, and fostering meaningful participation and service.

To guide our work in achieving our Vision and Mission, CDNIS values:

- Responsibility
- Integrity
- Respect
- Critical Thinking
- Leadership
- Open Mindedness



Accreditations

Canadian International School of Hong Kong has been accredited by the Western Association of Schools and Colleges (WASC) and the Council of International Schools (CIS) since 2019. CDNIS is also accredited by The International Baccalaureate (IB) and offers the Primary Years Programme, Middle Years Programme and Diploma Programme. We are undertaking a synchronised CIS/IB/WASC reaccreditation in 2022 and will be completed by 2024. Additionally, CDNIS is the only school outside of Ontario, Canada where students can graduate with both the IB Diploma and the Ontario Secondary School Diploma and is inspected annually by the Ontario Ministry of Education. Additionally, CDNIS is a member of the East Asia Regional Council of Schools (EARCOS). Other affiliations include the Council for Advancement and Support of Education (CASE) and the International Schools Theatre Association (ISTA).

Lower School

The Lower School has 940 children between the ages of 3 and 11 across eight grade levels from Early Years to Grade 5. Our Early Years 1 and Early Years 2 classes offer students an opportunity to join our international or bilingual track in either a half-day or full-day programme. Preparatory to Grade 5 students are engaged in a full-day international programme that culminates in the PYP Exhibition. The Lower School follows the IB Primary Years Programme (PYP) curriculum framework and is designed to be student-centred and inquiry-based. We place a great emphasis on hands-on experiential learning. Our teachers are committed to providing a supportive, nurturing and innovative learning environment for children, one that cultivates their creativity and problem-solving skills.

Upper School

The Upper School has 900 students from Grades 6 to 12. The Middle Years Programme (MYP) and Diploma Programme (DP) serve as the cornerstone of the Upper School learning experience. Students in Grade 6 through 10 are fully engaged in the MYP; students in Grades 11 and 12 work towards completion of the DP, with overlapping credits being earned from Grades 9-12 for the Ontario Secondary School Diploma. Completing both of these rigorous academic credentials position CDNIS graduates exceptionally well when they apply and gain acceptance to the best universities and colleges in the world.

Arts, Athletics and After School Activities









CDNIS strives to offer a wide range of diverse and comprehensive extracurricular options including special interest clubs, performance activities, Timberwolves sports and an expansive After School Activities programme which students from all grade levels can participate in.

Our Staff

The Lower School team consist of 66 full-time faculty and 113 staff in total. The Upper School faculty consists of 93 full-time faculty and 115 staff in total. Complementing CDNIS’s teaching community are the 65 business and operations staff who are responsible for administration, admissions, communications, facilities management, finance, human resources and IT.

Our teaching body is comprised of individuals from a variety of rich backgrounds, cultures and experiences. We have interest in employing high energy, hardworking teachers who are leaders in their school community and who have a demonstrated profile of exemplary achievement. We look to hire those who have made significant contributions to their school - both inside and outside of the classroom.

Faculty’s Passports

Canada	45%	
US	17%	
Hong Kong, China & Taiwan	15%	 
UK	11%	
Australia & New Zealand	7%	 
Others	5%	

Bulgaria, France, India, Ireland, Philippines and Spain



Professional Learning

CDNIS provides extensive professional development opportunities for our teaching staff. These opportunities are made possible through these support means:

- Three IB coordinators who guide teachers in their IB professional development
- Professional assistance to teachers with infusing technology into the teaching and learning programme
- Arrangement of full-time supply teachers specifically to cover teachers on training
- Opportunity to attend professional development opportunities regionally and locally to support professional learning goals
- Provision of a MacBook for every teacher

Research suggests that student learning increases when teachers are also learning. That is why at CDNIS, we expect all of our community to be self-directed, self-regulated, life-long learners.

To encourage this, we invest heavily in staff professional learning, with all teachers supported to attend at least one overseas workshop or Hong Kong based workshop every academic year.

Professional learning at CDNIS is focused around the Professional Learning Plans of individual staff members and the bigger picture schoolwide goals. Our minimum requirement at CDNIS is that all new staff are appropriately trained in the IB curriculum that they teach within 12 months of being employed at the school.

To complement the wide range of workshops our staff attend, we also invite renowned educational leaders to the school to work with staff and students through our 'Faculty in Residence' series.

CDNIS staff are seen as leaders in their field and are regularly invited to present at conferences in Hong Kong, across Asia and other parts of the world. The school has also been the host site for a variety of conferences such as, IB, CASE, PREPare, 21st Century Learning Conference.

Facts & Figures

Every year every teacher has the option to attend one local and one overseas* training opportunity.

*Due to current Covid-19 restrictions, these sessions are currently being conducted online.

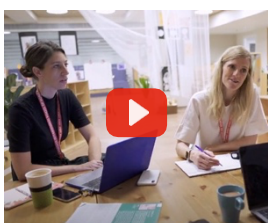
100% of CDNIS' teaching faculty are IB trained
IB requires that only one teacher per grade or one teacher per subject be IB trained.

29% of CDNIS teachers are certified as IB Leaders

30 Examiners

16 Workshop Leaders

7 Team Visit Members/Leaders



**Changing
Students' Lives**



**Teachers are
Learners**



**Well-Rounded
Education**



**Innovative
Teaching**



Always Growing

Governance

As a private and independent school, Canadian International School of Hong Kong is governed by a Board of Governors whose activities are prescribed by Hong Kong law and good practice guidelines set by NAIS (National Association of Independent Schools). Board members volunteer their time, are not compensated, and do not receive any financial benefit from the school.

Fiduciary responsibility rests with the Board of Governors as they are responsible for the overall stewardship of the school, including establishing the school's direction and priorities and overseeing its financial and administrative functions. The Board of Governors works closely with the Head of School to ensure the overall success of the school. The day-to-day running of the school is the responsibility of the Head of School and the Senior Leadership Team.

The Board is comprised of 14 elected Governors from various community stakeholder groups including alumni and current parents. Board members are selected based on their capability to dedicate time and energy to the school, their representation of school and community stakeholders, and the match between their skills and resources and those needed for effective governance of the school, including expertise in education, facilities development, finance, fundraising, human resources, information technology and law. The Board meets during the school year and holds special meetings as required. In addition to the standing committees of Admissions & Scholarship, Audit, Development, Finance & Administration, Governance, Parent Liaison, Premises, Strategic and ad hoc committees form at the Board's discretion.



Campus

Canadian International School of Hong Kong is located on the south side of Hong Kong Island in Aberdeen. The 42,337 square metre campus occupies 14 levels and is equipped with excellent state-of-the-art facilities which provide the perfect environment in which to learn. Our facilities are an integral part of the learning experience at CDNIS and that is why we are continually upgrading our spaces to enhance how we teach. Take a moment to enjoy the visual journey around the CDNIS campus.

Follow Canadian International School of Hong Kong to learn more



Application Instructions

Interested and qualified candidates, please include a cover letter, a current résumé, the names and contact information of at least three references and send by email to:

Lief Erickson, Lower School Principal: seniorjobs@cdnis.edu.hk

Closing date: February 28, 2023

CDNIS reserves the right to make an appointment at any time, even before the deadline mentioned if an exceptional candidate is identified early in the process. For this reason, interested and qualified candidates are encouraged to apply at the earliest possible time.

Personal data is collected and used for recruitment purposes only.



Child Protection at CDNIS

CDNIS is aligned with the United Nations Convention on the Rights of the Child and supports the International Task Force on Child Protection (ITCP) Report and Recommendations which has set the standards for safeguarding in schools worldwide. CDNIS has based its Child Protection Policy and Procedures on the ITCP expectations and expects all individuals and groups affiliated with the school community to act with integrity and to take responsibility for keeping students safe.

At CDNIS we know that learners need a secure and supported environment in which to learn. We believe that every child, regardless of age, has at all times and in all situations a right to feel safe and protected. Our safeguarding policies and procedures encompass student well-being; bullying; harassment and discrimination; use of physical intervention; meeting the individual physical, psychological or medical needs of students; drug and substance misuse; safe behaviours education; online safety; the welfare of residential students and learners on school expeditions; as well as safe staff selection processes.

CDNIS aims to be a child safe organization in which all adults take responsibility for being aware of the dangers of child abuse, committed to preventing harm to our students, responding to any concerns about child safety or well-being, and knowing how to report those concerns.

Responsibility for review of all child protection policies and procedures is delegated by the Head of School to the Child Protection Lead and are reviewed annually. CDNIS treats all investigations into child protection concerns as confidential. In some cases, this information may need to be shared with local authorities. The CDNIS Child Protection Policy and Procedures are endorsed by the CDNIS Board of Governors.

For more information about the school, please visit our website www.cdnis.edu.hk



LIVING IN HONG KONG

Hong Kong, The Pearl of The Orient, enjoys its stature as one of the world's leading international financial centres, and attracts people from around the world for employment opportunities and international living. Soaring skyscrapers and shopping emporia deliver a delightful contrast to the lush green mountains and sandy beaches of the southside. It is a city with something for everyone.

Climate

Hong Kong has a sub-tropical climate, with temperate conditions for nearly half the year. Spring and autumn are the most comfortable seasons, with plenty of sunshine, occasional showers, and pleasantly cool evenings. Summers are very hot and humid, and the rainy season runs from June to August. Winters are mild and dry, with the temperature rarely dipping below 10°C. Hong Kong does experience occasional typhoons and tropical storms from April through October.

Transportation

Hong Kong has an extensive public transport system that is safe, clean, and relatively inexpensive, when compared to other large cities. There are trams, buses, mini-buses, taxis and ferries that reach every neighbourhood, and an impressive MTR (Mass Transit Railway). This highly integrated system makes living car-free a very manageable option.

Food

Hong Kong is a haven for any food lover, with delights for every taste and budget. Restaurants by the world's best chefs offer Michelin-starred meals, while local haunts with regional specialties can easily be spotted by the long line-ups outside. Enjoy a local dai pai dong by the waterside, grab a bubble cake and milk tea from a street vendor, or explore the foodie paradise of small restaurants that are always opening their doors in the city.

Language

Hong Kong has two official languages, Cantonese and English. All public signage is in both languages, as are government documents. Cantonese is the most widely spoken dialect, however Mandarin is becoming more widespread. Most Hong Kong citizens are able to communicate in English. However, learning and using basic Cantonese can be very rewarding.

Employment Visas

Working in Hong Kong requires an employment visa. Spouses and children may remain in Hong Kong on a dependant visa, which is available only when a member of the family holds an employment visa. Please note that a dependant visa can only be obtained upon presentation of an original marriage certificate for your spouse, and original birth certificates for your children.

Hong Kong Income Tax

Income tax is not deducted at source. The standard tax rate is approximately 15%. Allowances for single parents, married couples, and dependent children reduce taxable salary. Up to 33% of income can be claimed as housing reimbursement, which is deductible for income tax purposes.

Canadian International School of Hong Kong

A registered charitable organization

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