



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

Upper School

Vice Principal (Academics)

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

Application Deadline
October 31, 2023

Start Date
August 1, 2024



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The Position

Reporting to the Principal of the Upper School, the Vice Principal (Academics) and Vice Principal (Student Life and Leadership) assist the Principal in the general organization and management of the Upper School as assigned. The Vice Principal (Academics) works together with the Principal in all areas of school life, particularly those aspects more focused on the academic aspect of a student's experience.

Duties and Responsibilities

- Assist the Principal of the Upper School in policy development and implementation initiatives related to curricular/academic matters
- Coordinate the annual inspection of the Ontario Ministry of Education to ensure the integrity of the Ontario Secondary School Diploma (OSSD)
- Collaborate with the IB Coordinators to ensure the integrity of the IB programmes (MYP and DP)
- Work with the Guidance Counselling team to monitor students facing academic challenges and provide support in a team approach
- Work with the IB Coordinators and the Principal to proactively promote academic honesty
- Work with other Senior Administrators and the Head of School in the effective management and organization of the School
- Celebrate academic achievement through academic awards ceremonies and other means
- Take an active role in sourcing and developing scholarship opportunities for CDNIS students
- Conduct course selection, scheduling, and rooming
- Create exam schedules (particularly Grade 9-11 OSSD exam schedules)
- Organize culminating events such as the G10 MYP Celebration and Grade 12 Graduation
- Work with IT on the collection of data and distribution required in the reporting process
- Organize academic-related parent events such as Curriculum Night and Parent-Teacher-Student Conferences
- Work with IT on the Parent-Teacher Conference online registration system
- Perform teacher evaluations
- Participate in the hiring process of teaching and support staff (local recruitment)
- Assist the Principal with student recruitment as assigned
- Perform other duties as assigned
- In the absence of the Principal, the Vice Principal (Academics), the Vice Principal (Student Life & Leadership) and the Vice Principal (Transition Years) are in charge of the Upper School and perform the duties of the Principal

Required Qualifications and Experience

- A Master's degree in Education or related field
- Significant teaching experience at the intermediate/senior level
- At least 3 years prior administrative/leadership experience as a vice principal or experience in a key leadership role in an Ontario and/or an IBDP/MYP accredited school
- Demonstrated knowledge and understanding of effective instructional strategies and learning assessment
- Proven excellence in curriculum development
- 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 strong commitment to continuous professional development
- A keen interest in working with students in a holistic way to develop their full potential

Desirable Qualifications & Experience

- International teaching or administrative 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 bilingual Chinese and English programme as part of its Early Years Programme, which will expand up through the Lower School over the next six years.

CDNIS is 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, 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 2023 and will be completed by March 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. 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 over 900 children between the ages of 3 and 11 across eight grade levels from Early Years to Grade 5. 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. The Lower School programme is a bilingual Chinese and English programme from Nursery to Grade One in 2024-2025. By 2028-2029, the Lower School will be a fully bilingual school.

Upper School

The Upper School has over 900 students from Grades 6 to 12. The Middle Years Programme (MYP) and Diploma Programme (DP) serve as the cornerstones 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. The language programme in the Upper School is not a bilingual programme; there are levels of languages including French and Chinese starting from Grade 6 with Spanish as an option in the DP.

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 67 full-time faculty and 110 staff in total. The Upper School faculty consists of 99 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 faculty 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	43%	
US	15%	
Hong Kong, China & Taiwan	19%	
UK	10%	
Australia & New Zealand	5%	
Others	8%	

*Bulgaria, France, India, Ireland, Philippines, South Africa 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 throughout the year.

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, teachers are supported to attend one local or one overseas training opportunity.

100% of CDNIS' teaching faculty are 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

Registered as a private international school under the Education Ordinance of Hong Kong, Canadian International School of Hong Kong ("CDNIS") is also registered as a non-profit organization with the Inland Revenue Department of Hong Kong. CDNIS has a two-tier corporate structure comprising the Council of Members and the Board of Governors. The Council of Members, consisting of the founders of CDNIS and past governors, is in charge of CDNIS's Articles of Association and final financial accounts. Whereas the Board of Governors, consisting of parents, alumni, and experienced professionals is elected by the Council of Members based on their credentials and is responsible to formulate and guide CDNIS's strategic direction and also to ensure proper operations by embedding into practice various policies and guidelines for systematic review. Given that CDNIS is a registered non-profit organization, all Members and Governors are volunteers for CDNIS and receive no compensation nor benefits for their efforts during their tenure with CDNIS.



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 providing 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 and how students learn. 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:

Dave Butler, Upper School Principal: seniorjobs@cdnis.edu.hk

Closing date: October 31, 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 all individuals and groups affiliated with the school community are expected 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 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, are committed to preventing harm to our students, respond to any concerns about child safety or well-being, and know 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 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. It is a city of soaring skyscrapers, lush forest, and beautiful sandy beaches. 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 dropping 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. 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 food lovers paradise, with delights for every taste and budget. Restaurants by the world's best chefs offer Michelin-starred meals, while local restaurants serve popular regional specialties.

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 dependant 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
36 Nam Long Shan Road, Aberdeen,
Hong Kong
Phone: (852) 2525 7088
Fax: (852) 2525 7879



seniorjobs@cdnis.edu.hk

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