

*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.*

## **Resources & Librarian Assistant**

### **BCIS Courtyard Kindergarten, P. R. China**

#### **General**

Beijing City International School (BCIS) 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 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, air-filtered facilities specifically designed to support our curriculum and progressive teaching and learning environment. The 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 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. 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 typically reaches 1,350 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.

#### **Job goal**

To work as a member of BCIS Courtyard Kindergarten team to provide support, both in and out of Library, for children, teachers and families.

#### **Reports to**

Principal or delegate of Beijing City International School

## Essential Duties and Responsibilities

### Relating to Resource organizing:

- Promotes the values and mission of Beijing City International School.
- Implements school-wide policies.
- Promotes and maintains a positive working environment in the school.
- Promotes and maintain a calm, caring, and appropriately challenging environment for children.
- Assists with receiving incoming resources for the learning program.
- Catalogues resources into the library and resource management system.
- Processes resources ready for use in the learning program.
- Manages the resource storage areas.
- Actively participates in school activities and meetings, including after school events such as Open Houses and Spring in the City .
- Supports the school's strategic goals.
- Contributes to the selection of educational resources and materials.
- Supports to order educational resources and materials regularly.
- Maintains open communication with staff.
- Other duties as assigned by the Principal.

### Relating to Librarian Assistant:

- Manage resource circulation for all patrons.
- Re-shelve books and other resources in timely manner to ensure they are ready for circulation.
- Ensure library shelves and workspaces are tidy and ready for use.
- Catalog and process new library resources.
- Manage damaged resources and remove as necessary.
- Collaborate with IT department and other library staff across the campuses to maintain patron records on the library system.
- Work with individuals or small groups of children in the reading area when the students are not accompanied by a teacher. Support children in their reading choices.
- Assist all patrons in using the catalog and locating resources
- Get resources ready when teachers ask for preparation. And keep teacher abreast of available resources.
- Initiate to create and maintain library displays. Coordinates displays, special events and activities to support children's learning.
- Complete documents required by finance department.
- Assist with ordering through local sources
- Manage and monitor stationery supplies in different reading areas.
- Issue overdue notices to all library users, that is, children, parents and staff.
- Assist in delivery of library related workshops for parents.

### Others:

- Attends all meetings as required by the school leadership.
- 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,.
- Contributes to ongoing curriculum development.
- Participates in professional development opportunities.

## Desired Qualifications

- Fluent in English and Chinese
- Bachelor Degree in Education or Library Management
- Teaching qualification
- Prior knowledge of school library and assets management systems preferable
- Experience working with and specialization in Early Childhood Education preferred
- Successful experience in working as part of a team and with minimal supervision

## Knowledge, Skills and Abilities

1. Skills and experience in using IT

2. Accuracy, neatness and a methodical approach to clerical work
3. Enjoys being in a child-centered environment
4. Cheerful, positive and helpful personality
5. Interested in learning new skills

**Evaluation:** In addition to actively reflecting on their own practices, the BCIS Resources & Librarian Assistant is appraised by the Principal or delegate in accordance with Board Policies and Protocols.

### Application Process

Candidates are requested to apply to [ECCPrincipal@bcis.cn](mailto:ECCPrincipal@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 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.*