

Beijing City International School 北京乐成国际学校  
No. 77 Baizhuan 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

 **BCIS** BEIJING CITY INTERNATIONAL SCHOOL  
北京乐成国际学校

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Empowering and  
Inspiring through Challenge  
and Compassion

Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园  
No. 11 Dongbai Street, Chaoyang District, Beijing 100022, P.R. China  
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www.bcis.cn

***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.***

## **Elementary School ICT integrator and Makerspace Facilitator** **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 (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 1,400 students.

### **About our Elementary School**

The elementary school opened in September 2005 with eighty-four students and has grown significantly since this time. Our teaching staff comes from China, Australia, New Zealand, Canada, the United States, Ireland, South Africa, and the United Kingdom. The elementary school serves children from Grade 1 through Grade 5. It is organized into self-contained classes with mixed-ability groupings. In the elementary school, we are authorized to offer the IB Primary Years Programme (PYP) and have creatively and authentically embedded the Chinese National Curriculum within our program of inquiry. This is a curriculum framework that covers all key learning areas – Chinese, language arts, mathematics, science, social studies, arts (visual art and music), and personal, social and physical education. PYP utilizes an inquiry-based approach to learning with emphasis on skills acquisition in a transdisciplinary format. We strive to educate the whole child in a positive learning environment that nurtures the continuous progress of each child. Our transdisciplinary, child-centered and inquiry-based approach encourages opportunities to develop understanding of self and others in a highly collaborative environment.

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**Reports To:** ES School Principal

**Job Goal:**

- To collaborate with classroom teachers to plan, create and implement relevant, authentic learning experiences that aid student inquiry and interdisciplinary content, concepts, and skills.
- To coordinate the development of a holistic continuum of Design experiences across the ES that harness rigorous science, technology, engineering, artistic and mathematical practices and the development of the Common Sense Media curriculum.
- To promote the importance of Educational Technology and the STEAM philosophy through the provision of on-going learning and support opportunities for teachers and parents.

**Role Description/Working Relationships**

In conjunction with the Elementary School (ES) Principal, ES ICT integrator and Makerspace Facilitator is expected to work as a member of the ES team to provide teaching and support to elementary students.

**Essential Duties and Responsibilities**

**Instructional and Curriculum Responsibilities**

- researching, developing and prototyping innovative ICT and Makerspace activities
- supervising, training and scheduling ICT and Makerspace staff to assist in the facilitation of programs in the ES
- implementing of a shared vision for using educational technology through ICT and the Makerspace to improve learning and teaching
- the development and continual revision of a meaningful, relevant and articulated digital citizenship curriculum, in conjunction with counselors and teachers
- integration of ICT and STEAM experiences as new programs and curriculum are developed

**Supports:**

- the use of web-based educational strategies and platforms
- instructional teams (teams/grade levels) to share information, identify instructional strategies, and plan learning experiences that aids educational technology
- students and parents regarding pertinent issues in educational technology
- teacher understanding and development of ICT/STEAM integration in the curriculum
- current programs and teachers working in the ES
- a culture of Innovation at BCIS
- teachers and students with troubleshooting basic software, hardware and connectivity problems

**Supports Professional Learning by:**

- providing professional learning for staff and administrators with a focus on sound pedagogy, aligned with school based instructional initiatives/practices, with the goal of moving them across a continuum of pedagogical competence towards independent, meaningful, embedded use of technology for learning
- conducting professional learning for staff in identified areas of learning related to ICT, STEAM and Design
- identifying areas of growth for staff in order to further develop and strengthen teaching methods and ideas
- co-planning and facilitating ICT and STEAM integration at the building level with teachers
- any other school identified areas for growth or development

**Develops:**

- a shared vision, in conjunction with the PYP coordinator and ES principal, of the transformative nature of educational technology and design processes
- units and programs with teachers to integrate ICT and STEAM experiences into the curriculum
- all teachers, support staff (including teaching assistants) and students in health and safety matters concerning ICT and the Makerspace

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### **Attends:**

- ES leadership team meetings as needed
- ES faculty meetings
- Grade level team meetings as needed
- Educational Technology meetings
- Curriculum and Professional Learning meetings

### **Supervises:**

- Educational Technology & Design Teaching Assistants

### **Engages:**

- in professional learning to support their own learning and the various initiatives of the school
- in positive relationships to continue the development, implementation and assessment of the BCIS curriculum and school-wide teaching and learning priorities

### **Operational Responsibilities:**

- maintaining all ICT and Makerspace materials, tools, equipment and software
- managing budgets, reports and statistics that correspond to ICT and Makerspace facilities and resources

### **Desired Qualifications**

- Fluent in English
- Bachelor's degree in education or higher in education or relevant field
- Teaching qualification
- Experience working with and specialization in primary education preferred
- Successful experience in working as part of a team

### **Desired Disposition**

Growth mindset, positive collaborator, effective communicator, reflective practitioner, compassionate colleague, inspired individual.

### **Evaluation**

In addition to actively reflecting on their own practices, the ES ICT integrator and Makerspace Facilitator is appraised by ES Principal in accordance with Board Policies and Protocols.

### **Application Process**

Candidates are requested to apply to [esprincipal@bcis.cn](mailto:esprincipal@bcis.cn) and to send the following in a single PDF document as soon as possible. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or on line. The search committee reserves the right to close the selection process at any time if the right candidate is found. The review of applications begins as applications are received.

- Cover letter
- Educational Philosophy
- Resume
- Up to date contact information of four references with phone numbers and email addresses. Two references should be direct supervisory 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	Aug 1 <sup>st</sup> , 2025

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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.