

## Leadership Posting

Vice-Principal for the Upper School  
(Student Life & Leadership)  
Canadian International School of Hong Kong  
Hong Kong

Application Deadline: November 2, 2020

Start Date: August 2021



## **Canadian International School of Hong Kong**

**seeks a**

**Vice-Principal for the Upper School**

**(Student Life & Leadership)**

***Effective August 2021***

Canadian International School of Hong Kong is an innovative learning community committed to inspiring excellence, cultivating character, and empowering engagement locally and globally.

We seek a dedicated, inspirational, student-centred leader who has exceptional communication and interpersonal skills to serve in the position of Upper School Vice-Principal of Student Life and Leadership focussed on Grades 9-12.

### **The School**

CDNIS is an IB World School with well-established PYP, MYP and IBDP programmes. The school was founded in 1991 with a current enrollment of 1,815 students from ages 3-18 representing over 43 nationalities. The Upper School

consists of 876 students from Grade 6 to Grade 12 with the enrollment in Grade 9 to 12 of 450 students. Students beginning in Grade 9 earn credits towards their Ontario Secondary School Diploma. Alongside their completion of this Canadian credential, students complete the MYP (Grades 9 and 10) and the DP (Grades 11 and 12). The school is a not-for-profit organization accredited by CIS, WASC, and the Ontario Ministry of Education.

### **The Position**

Reporting to the Principal of the Upper School, the Vice-Principal (Student Life & Leadership), Vice-Principal (Academic) and Vice-Principal (Transition Years 6-8) work as a team in assisting the Principal in establishing the direction and ensuring the smooth operation of the Upper School. The Vice-Principal (Student Life & Leadership) will establish and affirm clear guidelines, policies and expectations related to student behaviour. The Vice-Principal (Student Life & Leadership) will create, monitor, and enhance student engagement and leadership opportunities. The Vice-Principal (Student Life & Leadership) will focus on the development of programmes that allow students to grow and thrive in aspects of their school life not directly related to academics.

### **Attributes**

The position requires an educational leader with a highly developed level of interpersonal empathy. Personal attributes include self-motivation, the ability to respond to situations with common sense, along with the foresight required to build programmes that proactively respond to anticipated need. This person will also have a highly developed level of interpersonal empathy, demonstrate an international mindset, and naturally rise to the challenge of working within a diverse and demanding school environment.

### **Duties and Responsibilities include the following:**

#### **Student Life**

- Be proactive in terms of student behaviour expectations; set and affirm standards of student behaviour based on the core values of CDNIS, the IB Learner Profile, Upper School policies, and the CDNIS mission statement
- Work with the Lower School to create a whole-school character education programme
- Liaise with Coordinator of Local and Global Engagement on Upper School Global Goals initiatives and Experience Weeks.
- Liaise with the Athletic Director on student and staff sport involvement
- Liaise with arts faculty on student and staff arts involvement
- Coordinate and assign teacher ECAs where necessary
- Be the Child Protection Officer for the Upper School
- Oversee the Head of Guidance and Student Advisory Leaders tasked with the Student Advisory Programme

#### **Student Leadership**

- Work with Guidance Counsellors, Department Heads, and IB Coordinators to coordinate and monitor student leadership initiatives

- Work with the Vice-Principal (Academic) on graduation related matters (e.g. prom)
- Be one of the staff supervisors of the Upper School Student Council (USSC)

### **Faculty and Staff Involvement**

- Work with Vice-Principal (Academic) to schedule and run special events and assemblies
- Create supervision schedules
- Review annual school evacuation plans
- Perform teacher evaluations
- Participate in the hiring process of teaching and support staff (local recruitment)
- 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 (Academic), Vice-Principal (Transition years 6-8) and the Vice-Principal (Student Life & Leadership) shall be in charge of the Upper School and shall perform the duties of the Principal

### **Desirable Qualifications & Experience**

- A Master's degree in Education or related field
- Significant teaching experience at the secondary 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

### **How to Apply**

Please include a covering letter, a detailed résumé, the names and contact information of three references and send by email to:

**Tim Kaiser, Upper School Principal: [jobs@cdnis.edu.hk](mailto:jobs@cdnis.edu.hk)**

**Application deadline: November 2, 2020**

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 candidates are encouraged to apply at the earliest possible time.

Personal data is collected and used for recruitment purposes only

***Mission: to inspire excellence, cultivate character, and empower engagement locally and globally***

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