



海嘉学校

BEIJING INTERNATIONAL BILINGUAL ACADEMY

Elementary School Principal Beijing International Bilingual Academy – Beijing, China July 2025

Position Summary

The International Elementary Principal serves as the educational and community leader for BIBA's Elementary School division. This role ensures alignment with BIBA's mission and philosophy by overseeing curriculum development and implementation, fostering collaboration among students, parents, and teachers, and maintaining a positive and inclusive school culture. The principal is responsible for the daily functioning of the division and driving initiatives to enhance student learning and community engagement.

Supervised, Evaluated By & Reports

To Head of School and Co-Head of School



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Key Responsibilities

Leadership and Vision

- Lead and oversee the ongoing development and implementation of BIBA's bilingual and bicultural curriculum.
- Maintain alignment with BIBA's learner outcomes, emphasizing international- mindedness, academic rigor, and whole-child development.
- Serve as the primary educational leader, promoting a shared vision and collaborative culture among all stakeholders.
- Pay attention to the attrition rates of faculty and students in the division.

Instructional Leadership

- Monitor instructional practices and student learning outcomes to ensure continuous improvement.
- Supervise and support ES teachers, assistants, and coordinators, providing constructive feedback and professional development opportunities.
- Lead data-driven decision-making processes to analyze learning outcomes, propose, promote, and ultimately implement improvement suggestions.
- Ensure alignment and collaboration across divisions (e.g., liaison with Middle and High School and Early Years) to promote curriculum consistency from Early Childhood to Grade 12.
- Develop innovative and technological projects closely aligned with the AI era, ensuring the division stays at the forefront of the times.

School Climate and Culture

- Cultivate a safe, inclusive, and engaging learning environment that supports student well-being and academic achievement.
- Promote international-mindedness and multicultural integration across the school community.
- Oversee student safeguarding, protection and guidance/discipline, fostering a supportive atmosphere that encourages personal growth.

Human Resources Leadership

- Lead the recruitment of high-quality faculty and the retention of top talent to ensure the overall excellence of the teaching staff and the rationalization of the talent structure.



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- Conduct teacher evaluations following BIBA's Professional Expectations Process.
- Provide leadership in professional development and mentorship to enhance teaching quality and curriculum delivery.
- Set an exemplary role model by actively participating in division activities, arriving early at the beginning of each academic year to welcome new colleagues, and leading the overall division's professional development (PD).

Organizational Management

- Oversee daily school operations, including scheduling, staffing, and resource management.
- Develop and manage the annual academic budget, ensuring expenditures align with school priorities.
- Use data to evaluate and improve organizational effectiveness, maintaining compliance with school policies and procedures.

Communication and Community Engagement

- Act as the representative of the elementary division to both the internal school community and external stakeholders.
- Participate in other divisions' essential activities and encourage and support students from other divisions.
- Maintain effective communication with students, parents, and staff to build strong partnerships.
- Support marketing and branding initiatives and participate in activities related to student admissions.
- Work closely with the admissions department to carry out relevant tasks for new student enrollment, maximizing the achievement of goals.

Professionalism and Accountability

- Uphold ethical leadership and model behavior aligned with BIBA's core values.
- Participate in schoolwide leadership and decision-making as a member of the Academic Management Team.
- Stay informed about educational trends and engage in continuous professional growth.

Student Progress and Curriculum Development

- Analyze and monitor student progress to ensure alignment with schoolwide goals and standards.
- Collaboratively develop strategies to close achievement gaps and promote whole-child development.



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Other Responsibilities

- Participate in school branding, marketing, and admissions efforts.
- Undertake additional duties as assigned by the Head of School and Co-Head of School.

Qualifications

Education: Advanced degree (MEd, PhD) in Education, with a teaching certificate/qualification.

Experience

- Proven leadership experience in managing a prominent educational division or institution.
- Strong background in bilingual education and curriculum development (US Common Core experience preferred).
- Demonstrated ability to create and sustain a collaborative and high-performing team.
- Expertise in managing enrollment, staffing, scheduling, and budgeting.
- Experience in recruiting, supporting, and evaluating high-performing teachers.

Skills

- Exceptional interpersonal and strategic planning skills.
- Proficiency in integrating technology to enhance student learning.
- Strong cultural awareness and ability to work effectively in international settings.
- Chinese language proficiency is an advantage.

To Apply: Interested and qualified candidates should submit, and as separate documents, the following materials:

1. Current resume, including phone number and email address
2. Cover letter stating interest in and qualifications for the position
3. An educational philosophy statement focusing on bilingual education and DEIJ
4. Reference List

To Rice Bryan (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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北京市海嘉学校

小学部校长

职位描述

职位概述

北京市海嘉学校 小学部校长 职位描述 小学部校长是 **BIBA** 小学部的教育和社区领导者。该职位通过监督课程开发与实施、促进学生、家长和教师之间的协作,以及维护积极包容的校园文化,确保学校的使命和理念得以贯彻落实。校长负责部门的日常运营,并推动提升学生学习和社区参与的相关举措。

监督、评估与汇报关系

汇报对象: 校长及联合校长

核心职责

领导与愿景

- 领导并监督 **BIBA** 双语双文化课程的持续开发和实施。
- 确保与 **BIBA** 学习成果的对齐,强调国际化视野、学术严谨性和全面发展的教育目标。
- 担任主要的教育领导者,在各利益相关者之间推广共同愿景和协作文化。
- 关注学部的教师及学生流失率。

教学领导

- 监督教学实践和学生学习成果,确保持续改进。
- 监督并支持小学教师、助教及协调员,提供建设性的反馈和专业发展机会。
- 领导基于数据的决策流程,分析学习成果,提出、推动并最终完成改进建议。
- 确保各学部之间的协调与协作(如与中学、高中及幼儿部的联系),以促进从幼儿到 12 年级的课程一致性。
- 发展创新项目与科技项目,与 **AI** 时代紧密结合,让学部走在时代的前沿。

校园氛围与文化

- 培养安全、包容和有吸引力的学习环境,支持学生的幸福感和学术成就。
- 在校园社区中推进国际视野和多文化融合。
- 监督学生的安全、保护和指导/纪律,营造鼓励个人成长的支持性氛围。

人力资源领导



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- 主导招聘高质量教师及高质量教师的留任, 确保整体教师队伍的优质性, 人才结构的合理化。
- 按照 **BIBA** 专业期望流程对教师进行评估。
- 提供专业发展和指导方面的领导, 以提高教学质量和课程实施效果。
- 率先垂范的榜样作用, 参加学部活动, 在每年开学之际提前到岗欢迎新同事的加入以及领导整体学部的 **PD**。

组织管理

- 监督学校日常运营, 包括排课、人员配置及资源管理。
- 制定并管理年度学术预算, 确保支出与学校优先事项保持一致。
- 利用数据评估和提高组织效率, 确保符合学校政策和程序。

沟通与社区参与

- 作为小学部对内对外的代表, 与校内外利益相关者保持沟通。
- 参加必要的其他学部活动, 鼓励和支持其他学部学生。
- 与学生、家长和员工进行有效沟通, 建立强有力的合作伙伴关系。
- 支持市场推广和品牌塑造工作, 参与与学生招生相关的活动。
- 与入学部一起紧密合作, 为新生入学开展相关工作, 最大限度实现目标。

专业精神与责任

- 坚守道德领导原则, 以符合 **BIBA** 核心价值观的行为为榜样。
- 作为学术管理团队的成员, 参与学校的全面领导和决策。
- 了解教育趋势并不断进行专业提升。

学生进步与课程开发

- 分析并监督学生进步, 确保与学校整体目标和标准一致。
- 合作制定策略, 缩小学业差距并推动学生的全面发展。

其他职责

- 参与学校品牌推广、市场营销及招生工作。
- 承担由校长及联合校长指派的其他任务。

任职资格

教育背景: 教育学高级学位(**MEd, PhD**), 具备教学证书/资格

经验

- 具有管理重要教育部门或机构的成熟领导经验。
- 在双语教育和课程开发方面有扎实背景(有美国共同核心课程经验者优先)。
- 展现出创建和维持协作及高效团队的能力。



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- 擅长招生、人员配置、排课和预算管理。
- 具备招聘、支持和评估高素质教师的经验。

技能

- 出色的人际交往和战略规划能力。
- 熟练运用技术以增强学生学习效果。
- 具备较强的文化意识，能在国际化环境中高效工作。
- 中文能力者优先。



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