



Vice Principal

Edu-Link Canada is currently looking to hire a **VICE PRINCIPAL** who wishes to relocate **specifically to China: Yinchuan City for Ningxia International Academy**. This position will begin **immediately**.

Position Details:

- Accommodation allowance or free on-campus apartment
- International air ticket allowance
- Paid vacations
- Working day lunch allowance
- Salary: \$300,000 RMB/year (\$58,00CAD)

Responsibilities:

- Administer all ECC & Elementary programs in accordance with policies and procedures adopted by the Board and administration of NIA.
- Design and develop an international standard curriculum according to the local education perspectives.
- Provide academic report to the Board before Board meetings.
- Schedule and oversee all ECC and Elementary assemblies.
- Plan and execute events related to the ECC and El programs.
- Supervise instruction and assist teachers.
- Plan and coordinate in-service programs, orientation, and faculty meetings, etc.
- Check weekly lesson plans and weekly newsletters.
- Monitor assignments, homework, tests, etc.
- Design, check, format, print out report cards.
- Coordinate all ECC and Elementary schedules, use of facilities, duty rosters, etc.
- Substitute and secure substitute teachers for the ECC and Elementary.
- Establish systems and train staff in routines of daily operation, e.g., attendance, records, grading, reporting, etc.
- Plan and oversee the mentor system for new teachers.
- Coordinate and participate in member care service.

- Provide leadership and assistance in the discipline of students.
- Communicate with parents on a daily basis.
- Coordinate and provide parent trainings.
- Evaluate ECC and Elementary programs and personnel and recommend changes as appropriate.
- Oversee the ECC and Elementary admission process as regards to interviews and recommendations.
- Coordinate with other departments in the school, such as admissions and office.
- Meet weekly with head principal for reporting, coordinating, mutual support.
- Oversee the professional development of ECC and Elementary teachers.
- Work with HR and head principal to hire new staff members for the ECC and Elementary.
- Maintain professional relationships with and among faculty.
- Provide check-outs for assigned staff at the end of year including inventories, cleaning, storage, etc.
- Review and purchase curriculum and curriculum related resources.
- Purchase school and class supplies.
- Design classrooms and other teaching related space and participate in the furniture and appliances purchase process.
- Oversee library and setting up library system.
- Design, coordinate, and execute extracurricular activities, such as afterschool clubs, summer camp, etc.
- Provide leadership in the profession through memberships and participation in professional associations.
- Accept responsibility for other assigned duties deemed necessary for the operation of NIA.

Qualifications:

- Candidates must be licensed to teach in the British Commonwealth, Canada or United States of America.
- Candidates must have a Bachelor's degree. Master's preferred.
- Obtained a valid vulnerable sector screening within the last 6 months
- Fluent in written and spoken English
- Candidates with 3+ years of teaching experience will be given priority

Please send your cover letter, CV and Skype ID to lyncoln.freitas@edulink.ca