



# 海嘉学校

BEIJING INTERNATIONAL BILINGUAL ACADEMY

## Academic Principal Beijing International Bilingual Academy – Beijing, China July 2025

---

### Overview:

Established in 2006, Beijing International Bilingual Academy is an esteemed private IB bilingual school serving nearly 1,800 students across Early Years, Elementary School, and Middle/High School divisions. The school has grown from a small institution with just four teachers and 44 students in its first year to a thriving educational community with 1,700 students and 338 staff members. As an international bilingual school, we are accredited by or associated with WASC, IB, ACAMIS, Cambridge, EARCOS, ISAC, International ACAC, among others. We are seeking a dedicated and visionary Schoolwide Academic Principal to provide leadership, oversight, and guidance to the academic divisions and principals, while advancing curriculum development, articulation, planning, and improvement.



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

## Key Responsibilities:

### 1. Academic Leadership and Oversight:

- Provide strategic leadership and vision for academic programs across all divisions (Early Years, Elementary, Middle/High School).
- Supervise and support division principals, fostering a collaborative and effective leadership team.
- Lead schoolwide committees in the academic and strategic development of the school.
- Ensure alignment of the school's mission and goals with academic practices and policies.
- Collaborate with divisional leadership to strategically recruit top-tier professional leadership and teaching personnel to achieve the school's targeted goals and benchmarks.

### 2. Curriculum Development and Improvement:

- Oversee the development, implementation, and evaluation of a rigorous and comprehensive curriculum, including Play-Based/Montessori for early years, an Integrated US Common Core and Chinese National Curriculum for elementary, and IB/IGCSE for middle/high school.
- Collaborate with the Head of School to lead academic committees and core leadership in advancing the school's strategic goals, action plan, and improvements.
- Foster continuous improvement in teaching and learning practices through innovative, research-based strategies.
- Promote a cohesive and articulated curriculum across all grade levels.

### 3. Strategic Planning and Development:

- Lead the academic strategic planning process, ensuring alignment with the school's overall strategic goals.
- Identify and implement initiatives that enhance academic excellence and student achievement.
- Collaborate with school leadership to set long-term academic priorities and goals.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

#### 4. Budget and Resource Management:

- Develop and manage the academic budget, ensuring effective allocation of resources to support teaching and learning.
- Oversee resource planning and procurement to meet the needs of students and staff.
- Ensure financial sustainability and accountability within the academic divisions.

#### 5. Professional Development:

- Design and implement professional development programs to enhance the skills and knowledge of academic staff.
- Foster a culture of continuous learning and professional growth among teachers and administrators.
- Encourage innovative teaching practices and the use of technology in the classroom.

#### 6. Community Engagement and Communication:

- Build strong relationships with students, parents, and the wider school community.
- Effectively communicate academic goals, progress, and achievements to all stakeholders.
- Represent the school in academic forums, conferences, and community events.

#### Qualifications:

- Advanced degree in Education, Educational Leadership, or a related field.
- Extensive experience in academic leadership, preferably within an IB school setting.
- Proven track record in school leadership, particularly in curriculum development, strategic planning, and budget management.
- Strong interpersonal and communication skills, with the ability to build positive relationships with diverse stakeholders in an international context.
- Commitment to fostering a multicultural and inclusive educational environment.
- Proficiency in bilingual education and a strong understanding of the IB curriculum framework.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

**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.

Application Deadline: Accepting applications until filled.

Beijing International Bilingual Academy is an equal opportunity employer and encourages applications from all qualified individuals. We celebrate diversity and are committed to creating an inclusive environment for all employees.

---

职位名称: 全校学术校长  
工作地点: 北京市海嘉双语学校  
职位类型: 全职

概述:

北京市海嘉双语学校成立于2006年, 是一所备受推崇的私立IB双语学校, 为1,800名学生提供教育, 涵盖幼儿园、小学和中学/高中三个学部(添加关于WASC, 其他认证, 协会的信息)。此关键职位需要一位具有奉献精神和远见卓识的领导者, 能够监督和指导学部, 支持各学部校长, 推动课程开发、衔接、规划和改进。(在招聘时附上高中简介和其他宣传材料)

主要职责:

1. 学术领导与监督:

- 为所有学部(幼儿园、小学、中学/高中)的学术项目提供战略领导和愿景。
- 监督和支持各学部校长, 培养协作高效的领导团队。
- 确保学校使命和目标与学术实践和政策的一致性。

2. 课程开发与改进:

- 监督严格和全面的IB课程的开发、实施和评估。
- 通过创新和基于研究的策略, 促进教学实践的持续改进。
- 促进所有年级之间课程的连贯和衔接。



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates  
The Search Group  
200 High Street, Suite 610, Boston, MA 02110  
T 617.542.0260 · F 617.933.3426  
search@carneysandoe.com · carneysandoe.com



### 3. 战略规划与发展：

- 领导学术战略规划过程，确保与学校整体战略目标的一致性。
- 识别并实施提升学术卓越和学生成绩的举措。
- 与学校领导层合作，制定长期学术优先事项和目标。

### 4. 预算与资源管理：

- 制定和管理学术预算，确保有效分配资源以支持教学和学习。
- 监督资源规划和采购，以满足学生和员工的需求。
- 确保学部的财务可持续性和问责制。

### 5. 专业发展：

- 设计和实施专业发展项目，以提升学术员工的技能和知识。
- 在教师和行政人员中培养持续学习和专业成长的文化。
- 鼓励创新的教学实践和课堂技术的使用。

### 6. 社区参与与沟通：

- 与学生、家长和更广泛的学校社区建立牢固的关系。
- 有效地向所有利益相关者传达学术目标、进展和成就。
- 代表学校参加学术论坛、会议和社区活动。

### 资格要求：

- 教育、教育领导或相关领域的高级学位。
- 丰富的学术领导经验，最好是在IB学校环境中。
- 在课程开发、战略规划和预算管理方面有成功的领导经验。
- 强大的人际交往和沟通能力，能够在国际环境中与多样化的利益相关者建立积极关系。
- 致力于营造多元文化和包容性的教育环境。
- 精通双语教育并了解IB课程框架。

### 申请方式：

有兴趣的候选人请提交简历、求职信、三封专业推荐信以及关于双语教育和DEIJ的教育理念声明。

### 申请截止日期：

北京市海嘉双语学校是一个机会均等的雇主，鼓励所有合格的个人申请。我们庆祝多样性，并致力于为所有员工创建一个包容的环境。



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com