

## Director

**Location:** Beijing

**Starting date:** ASAP

### About the Company:

Our client is a kindergarten offering different French-Chinese and English-Chinese bilingual environments. The school welcomes about sixty students from over 20 nationalities to its campus located in the heart of Beijing.

### Mission:

- Supervise teachers and support staff and provide feedback and guidance to promote their professional development.
- Supervise the development and implementation of the curriculum, focusing on bilingual education in French-Chinese and English-Chinese.
- Supervise the hiring process of teachers and all other staff in accordance with school needs and requirements.
- Support teachers and make sure that the materials and resources used in class are in accordance with the school's philosophy and appropriate for the age group of the children.
- Create a safe and nurturing environment for children to learn and develop.
- Plan and organize events and workshops for parents to improve their understanding of the school's pedagogy, their participation in their children's education, and their sense of belonging to the school community.
- Plan and organize school presentation events and oversee enrolments, taking into account the preferences of families and balancing the groups of children in each environment.
- Maintain school's existing partnerships and create new ones with cultural and educational actors in Beijing and elsewhere (embassies, cultural and training centers, other schools, etc.). Manage the budget and finances of the school and ensure that expenses are kept within the allocated budget.
- Ensure that the school meets all legal requirements and standards established by the Chinese government and regulatory bodies.

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### **Requirements:**

- Bachelor or Master degree.
- Previous management experience in a school or early childhood education setting.
- Mandatory fluency in English, knowledge of French and/or Chinese is a plus.
- Strong management, organizational, and communication skills.
- Ability to work in a team, defuse any conflicts, and maintain positive relationships with staff and families.
- Kindness and respect for children, the team, and families. Familiarity with emotional intelligence and non-violent communication tools would be a plus.
- Committed to lifelong learning.

### **Application:**

Please send your resume to: [bj-hr@ccifc.org](mailto:bj-hr@ccifc.org)

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