



ELFi
First School
EARLY LEARNING FOUNDATION INNOVATOR

No.1 Hiring Vice-principal for International Schools in Shanghai, China

About Us:

Currently, Maplekids Education Group has two international schools in Lanzhou, China. We serve over 500 families with over 60 staff. We will soon open our brand-new childcare program (ELFi First School) in Shanghai, China, and Delta, Canada in 2019. The Delta location of ELFi First School will offer care to **24 Infant Toddlers** and **48 3-5-year-olds**.

With the 2 new multi-age locations opening in Shanghai, China and the other one opening in Delta, Canada, we will continue to grow and provide the best in-class care& education for more families in Canada and China. We are looking for inspiring and dedicated lifelong learners to join our team. With our growth comes opportunities for you to grow and succeed with us!

Location: Shanghai, China





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(Shanghai is the largest city in China by population, and the second most populous city proper in the world, with a population of 24.18 million. It is a global financial centre and transport hub, with the world's busiest container port. Shanghai has been described as the "showpiece" of the booming economy of mainland China; renowned for its Lujiazui skyline, and museums and historic buildings, such as those along The Bund, as well as the City God Temple and the Yu Garden.)

Position:

Permanent full-time, Mondays-Fridays, 35-40 hours per week (renew contract every year)

Position Title:

Vice-principal (report to the principal)

1 Position available:

Looking for full-time vice-principal

Start Date: July 2019

Compensation:

Starting at \$22 to \$30 per hour



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(negotiable based on education and experience)

Benefit package:

Annual Bonus, 2 weeks paid vacation, rental and meal allowance, air tickets, paid oversea professional development, paid flexible days, medical coverage, extended health and dental benefits, teambuilding experience, and more! (to be negotiated in person)

Job summary:

This job requires the vice-principal to be relocated to Shanghai, China.

Maplekids Education Group's brand-new program, the Early Learning Foundation Innovator (ELFi) requires a full-time vice-principal to manage the licensed child care programs at ELFi First School in Shanghai, China. The vice-principal will be responsible for overseeing the daily operations of the daycare, training new teachers, and leading the work of all the staff, providing direct family centred support to parents and children (0-3), and corresponding to the ELFi school policies and procedures.

Required Job Competencies:

(1) Relocating to Shanghai, China to ensure the developmental needs of each child are met by providing a safe, respectful, open and positive environment;



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- (2) Working collaboratively and maintain positive communications with all employees. Creating, implementing and overseeing all youth-aged programs while aiding fellow supervisors in the school system;
- (3) Supervising staffs and maintaining staff schedules including training, vacations, absenteeism, and overtime with strong conflict resolution and leadership skills;
- (4) Building relationships and working cooperatively with parents to meet children's needs, addressing challenging topics with care and sensitivity;
- (5) Ensuring all practices, activities, and decisions regarding operations are prudent, ethical and consistent with the ELFi's mission and policies, and follow all legal and regulatory obligations;
- (6) Assisting the principal with all the assigned administrative tasks in a timely manner, including reporting, grant applications, government programs, etc.;
- (7) Attending monthly staff meetings to report on all relevant trends, changes and/or concerns that require attention;
- (8) Managing the process of bringing in practicum students, volunteers, and substitutes;
- (9) Responding to program communication requirements, communicating to members via program e-mails and newsletters;
- (10) The vice-principal reports to the Maplekids Education Board, through the principal and the Chair of the Board.



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Qualification:

- (1) Canadian Early Childhood Education License to practice, Infant & Toddler Educator Certificate (Mandatory)
- (2) Special needs licenses and experience with school-age children are assets
- (3) No criminal record worldwide
- (4) Current Standard First Aid and CPR-C (or willing to obtain)
- (5) Minimum 2 years of experience as a supervisor in multi-cultural childcare centres
- (6) Minimum 3 years of ECE teacher experience in multi-cultural childcare centres
- (7) Three professional references
- (8) Proficient with technology (Microsoft Office Software, Program Registration Software, etc.)
- (9) Excellent oral and written communication skills in English (second or third language is an asset); excellent organization and time management skills
- (10) Medical Clearance according to Child Care Licensing Regulations; Immunization Status form

Application Deadline:

May 2019, or until the position is filled

Please forward your resume and cover letter to:



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No.1 Hiring Vice-principal for International Schools in Shanghai, China
alice.maplekids@hotmail.com

Please note that only the shortlisted candidates will be contacted.

Maplekids Education Group is an equal opportunity employer.