Canadian International School of Hong Kong
香港加拿大國際學校

CURRENT OPENINGS

SENIOR ADMINISTRATION

Upper School Vice Principal, Assessment

Canadian International School of Hong Kong (CDNIS) is seeking an **Upper School Vice Principal, Assessment**. Reporting to the Upper School Co-Principals, the Vice Principal, Assessment is a strategic academic leader responsible for overseeing assessment practices, monitoring student progress, supporting academic excellence, and leading data-informed decision-making across the Upper School. The successful candidate will work closely with school leadership, teachers, counsellors, and programme coordinators to ensure effective assessment, reporting, academic support, and continuous school improvement.

Duties & Responsibilities

- Lead and oversee Upper School assessment, reporting, academic integrity, and student academic support initiatives
- Collaborate with the Guidance Counselling team, Student Success team, IB Coordinators, and school leadership to monitor student progress, implement intervention strategies, and support student success
- Manage key academic processes including course selection, student scheduling, examinations, report cards, parent-teacher-student conferences, academic awards, graduation-related activities, and OSSD requirements
- Lead the collection, analysis, and interpretation of assessment data to support instructional improvement, strategic planning, and evidence-based decision-making across the Upper School

Professional Experience & Qualifications

- Master's degree in Education, or related field with significant secondary teaching experience
- At least 3 years prior administrative/leadership experience as a Vice Principal or experience in a key leadership role in an Ontario and/or an IBDP/MYP accredited school
- Strong expertise in curriculum, assessment, instructional leadership, and school administration
- Proven leadership, collaboration, communication, and commitment to student success and professional growth

Interested candidates should email a covering letter, detailed résumé, current and expected salaries, and the names and contact information of three referees to our Human Resources Department at jobs@cdnis.edu.hk.

Safety is Our First Priority

CDNIS is committed to providing a safe and supportive environment for all students. We maintain a zero-tolerance approach to child abuse and mistreatment and are committed to safeguarding and promoting the welfare of children.

As part of our safer recruitment practices, all appointments are subject to satisfactory reference checks and criminal record screening, including a Sexual Conviction Record Check (SCRC) in Hong Kong where applicable.

Personal data collected during the recruitment process will be used for employment purposes only. For further information, please refer to our Child Safeguarding and Privacy Policies.

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Vision: To inspire excellence, cultivate character, and empower engagement locally and globally.