

**Elementary Guidance Counselor**

**Canadian International School**

CANADIAN INTERNATIONAL SCHOOL SYSTEM

HO CHI MINH CITY, VIETNAM

**Commencing July 30, 2018 for a 2-year contract period**

The Canadian International School System – Vietnam (CISS) consists of

· The Canadian International School (CIS) serving K - Grade 12 students where the Ontario curriculum is taught.

· The Bilingual Canadian International School (BCIS) serving Grade 1 -12 where both Vietnamese and Ontario curriculum are taught.

· The Canada-Vietnam Kindergarten (CVK) serving children ages 2 – 5 years.

The Board of Directors of the **Canadian International School System Vietnam (CISS)** is seeking a dynamic, experienced and committed educator for the position of **Teacher-Librarian (K-12)** for their Canadian International School (CIS) located in Ho Chi Minh City, Vietnam.

The Canadian International School-Vietnam (CIS) is an international private school, with a student population of 900 students in Kindergarten to Grade 12. CIS accepts Vietnamese nationals and students of other nationalities. The school’s language of instruction is English. CIS is committed to providing outstanding learning opportunities for students to demonstrate academic excellence, life skills and character development, graduating to reputable post-secondary institutions. Students of the CIS gain an Ontario Secondary School Diploma through the consultation with the Toronto District School Board. In March 2015 CIS was recognized as an IB World School.

The **Elementary School Guidance Counselor’s primary function** is to provide a comprehensive counselling program for all children in the elementary school notably in K through Grade 7.

The counselor

* consults with teachers, parents and staff to enhance their effectiveness in helping students
* works with and provides support to the school principal in a trusting relationship to provide pertinent information in planning and addressing a wide range of school related activities and issues
* maintains the absolute confidentiality of students, parents, staff and teachers.

**Specific Responsibilities:**

* Acts as resource person for all staff on school programs such as, but not limited to Character Education, Anti Bullying Pink Shirt Day, Healthy Living Programs.
* Conducts classroom guidance activities in each teacher’s class.
* Serves and supports the emotional and developmental needs of the students through one-on-one and small-group counselling.
* Counsels individuals and small groups of children toward social and emotional growth.
* Works with the In School Support Team to support children’s needs.
* Where possible, refers children and parents with problems beyond the scope of the school to outside agencies.
* Participates in and coordinates and conducts activities that contribute to the effective operation of the counselling program and school.
* Serves as a member of the elementary leadership team.
* Promotes a positive climate among students, staff and community (attends extra curricular activities, is highly visible at break times, etc.).
* Serves as point person for children protection cases.
* Engages and participates in a variety of collaborative teams and committees.
* Works with the School Admissions Team.
* Works with Safety Team to provide crisis support services.
* Consults with parents and staff on student related concerns.
* Provides a transition- in and transition-out program for new and exiting students.
* Meets regularly with the elementary principal for updating and planning.

**Required Skills and Qualifications:**

* Undergraduate degree in Psychology or Social Work
* Recognized certification as an elementary school counselor
* Member in good standing with Ontario College of Teachers (OTC) or eligible to become licensed by OTC <https://www.oct.ca/becoming-a-teacher/internationally-educated-teachers>
* 3 years teaching experience in elementary school setting
* 2 years relevant counselling experience
* Student-centred and nurturing personality
* Commitment to collaborative planning

The CISS invites qualified, capable and highly effective teachers to apply for the above position. This position is for the period stated above and can be extended by mutual agreement of both parties. Candidates must have a willingness to adapt to a different cultural context and to work as a team in a challenging educational environment.

## **Remuneration:**

Remuneration is based on experience and qualifications and includes:

* Base salary;
* Housing allowance;
* Costs of flight to and from Toronto or Vancouver to Ho Chi Minh City at the beginning and end of the school year
* A one-time settling-in allowance;
* Free tuition for the first child and a 50% reduction in tuition fees for the second child;
* Basic medical and health insurance up to $1,000 USD provided.

**Application Process**

Review online information about CIS by visiting

Submit the following:

· Your cover letter;

· Your resume;

· The names and contact information (tel. number(s). + email addresses) of three professional references. Your referees are, preferably, those who have been in a supervisory role to you and who can be readily contacted to provide a reference by phone or email.

If you have questions, please contact [Sheryl.Freeman@admin.cis.edu.vn](mailto:Sheryl.Freeman@admin.cis.edu.vn)

**ALL applications to be submitted to both**

<http://surveys.tdsb.on.ca/index.php?r=survey/index/sid/521923/lang/en>

**and**

**CIS Human Resources** [**jobapplication@admin.cis.edu.vn**](mailto:jobapplication@admin.cis.edu.vn)