

**Teacher-Librarian Position**

**Canadian International School (CIS)**

CANADIAN INTERNATIONAL SCHOOL SYSTEM

HO CHI MINH CITY, VIETNAM

**Commencing July 31, 2017 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. In 2017 CIS will graduate its first IB Class.

The **Teacher-Librarian** will be an employee of the CISS and will report to the Secondary and Elementary Principals of the CISS, Ho Chi Minh City, Vietnam

**Responsibilities of the Teacher-Librarian**

* Employ assessment for learning and assessment as learning within the library program, as set out in *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools*
* Offer opportunities for critical literacy and implement strategies found in the Literacy and Numeracy Secretariat’s *Building Capacity Series: Critical Literacy* Special Edition 9, August, 2009
* Implement CISS policy in the selection of learning resources for the library
* Follow protocols if concerns regarding controversial and sensitive issues in learning resources are raised
* Create a warm and welcoming environment with flexible areas for collaborative learning
* Make available to students a variety of new and wireless technology
* Develop a culturally inclusive and curriculum-relevant collection
* Ensure all Health and Safety, and school policies are reflected in the library’s physical and virtual spaces
* Encourage the placement of assistive technologies and devices in the library
* Collaborate fully with teachers in design, delivery, and assessment
* Explicitly teach transferable skills such as search strategies and resource evaluation
* Create pathfinders and booklists to support curricular activities
* Apply Achievement Chart criteria of Knowledge and Understanding, Thinking, Communication, and Application to research and inquiry
* Use appropriate tools to assess learning, i.e. anchor charts, organizers and templates, checklists, rubrics, portfolios and surveys
* Teach software and digital applications for student learning, collaboration, and creating/demonstrating new knowledge
* Plan for project-based research tasks that provide authentic learning experiences
* Demonstrate models of inquiry/research
* Build lesson and unit design around stages of inquiry
* Incorporate a gradual release of responsibility
* Use a skills continuum for research and ICT skill acquisition across all grades and subjects
* Provide assessment ***for*** and assessment ***as*** learning as part of instructional practice
* Maintain a current, engaging collection in a variety of genres, formats, and levels of complexity
* Work with CISS Purchasing officer(s) and Storekeeper(s) to order, inventory, and manage all print resources for CIS, including all textbooks
* Ensure opportunities for critical literacy for student discussion, reflection, and sharing
* Run supplementary reading programs and book clubs
* Organize book fairs and literacy nights for parents and students
* Participate in city-wide literacy programs and events
* Include authors and topics that reflect the diversity of the CISS student population
* Use displays, newsletters, school announcements, and online communications to build circulation
* Collaborate with teachers to suggest current and engaging titles for literature circles, class novel studies, and student independent reading
* Collaborate with the second teacher-librarian in the CIS library for co-planning and efficient use of human resources and library resources and materials
* Provide explicit instruction for the use of online databases, websites for learning, and online tools for collaboration
* Model use of new presentation tools and software within library program
* Match new technologies to student need and preferences for online collaborative activities
* Offer workshops for teachers to build technological capacity
* Provide opportunities for student use of mobile devices
* Promote free digital resources that expand opportunities for learning
* Provide orientations for students, teachers, and parents/guardians
* Attend School Council meetings as requested
* Present library program and resources to parents/guardians
* Seek out and maintain community partnerships
* Build connections with post-secondary institutions for both student use and planning
* Participate in the IB Team by going for IB training, attending IB Meetings, joining one IB Policy Committee, promoting IB at CIS and in the outside community, collaborating with the IBDP Coordinator
* Serve as the IB Extended Essay (EE) Coordinator (manage the EE process for all IB students, including assessment and evaluation, communicate with IB parents, coach teachers and EE supervisors about how to support the EE, introduce the EE to all students in Grade 10 and younger)

**Professional Qualifications**

* Ontario Certified Teacher with some Teacher-Librarian experience in a school setting
* Part 2 or Specialist Qualifications in Library; those with Part 1 Library will be considered
* Qualifications in Literacy/Reading/Writing/ESL an asset
* Training and/or experience in IB DP, MYP, or PYP an asset
* Experience with library management software (i.e. Follett or Horizon) an asset

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**Professional Attributes and Experience**

* Proven ability to motivate and lead students and staff
* Proven ability to develop the capacities of staff by building on their strengths;
* Superior leadership ability;
* Excellent communication and organizational skills
* Demonstrated commitment to student success;
* Experience in the international environment;
* Experience in a bilingual program with English as a second language. Many students also communicate in Korean and Vietnamese.

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. It also includes housing allowance, costs of flight to and from Canada (Toronto or Vancouver) to Ho Chi Minh City once per 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 is 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)