

**Technology Integration Specialist**

**Canadian International School**

CANADIAN INTERNATIONAL SCHOOL SYSTEM

HO CHI MINH CITY, VIETNAM

**Commencing July 31, 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 **Technology Integration Specialist** will be an employee of the CISS and will report to the Secondary and Elementary Principals at CIS, Ho Chi Minh City, Vietnam

**Responsibilities of the Technology Integration Specialist**

* Coordinates efforts to support and develop the use of technology as a tool to support teaching and learning.
* Serves as coach and mentor to assist staff in implementation and integration of technology.
* Works with students and supporting co-curricular programs involving the use of multimedia resources.
* Provides minor computer setup, repair and maintenance.
* Provides leadership in developing and implementing technology and serves on the research and development committee.
* Demonstrates knowledge of new computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments.
* Coordinates all aspects of Maker Space programming for students, teachers and families including curriculum development, program implementation and basic day-to-day operations of the space.
* Supervises, trains and schedules MakerSpace staffing to assist in the facilitation of programs.
* Researches, develops and maintains all Makerspace materials, tools and equipment including hardware and software.
* Collaborates with School Administration and staff to set goals and execute programming.

**Professional Attributes and Experience**

* Has the ability to listen to others and remain receptive to new ideas.
* Accepts constructive criticism in an appropriate manner and develops constructive outcomes.
* Participates in Professional Learning Community, professional development and meetings.
* Demonstrates sustained effort and enthusiasm in the quality and quantity of work.
* Demonstrates the ability to effectively educate/mentor technology users.
* Demonstrates the ability to establish and maintain positive, effective working relationships with staff, students, and the community.
* Demonstrates effective time management, organizational skills, and prioritization of work to meet the needs of the users.
* Demonstrates the ability to follow and communicate effectively, both orally and in writing.
* Demonstrates the ability to quickly acquire new knowledge regarding technology.
* Demonstrates initiative, flexibility, and the ability to work independently.
* Demonstrates enthusiasm for the use of technology.
* Demonstrates excellent human relations and interpersonal skills.
* Demonstrates ability to design and deliver technology-enhanced instruction.

**Professional Qualifications - Education and Experience**

* Bachelor’s degree in Education, BEd
* 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>
* Graduate Degree or other advanced education in Instructional and/or Assistive Technology an asset
* At least three years of successful full-time experience as a classroom teacher preferred.
* Two years professional development experience educating teachers or other adults in the integration of technology for instruction and productivity using all of the following modes: modeling, one-on-one, small group, or large group preferred.
* A minimum of two years experience delivering and integrating technology in instructional programs for Pre K – 12 students. Knowledge, Skills, and Abilities preferred.

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)