Methods and Resource Teacher & ELL (MART-ELL) - 1 Position

CANADIAN INTERNATIONAL SCHOOL SYSTEM
HO CHI MINH CITY, VIETNAM

Commencing August, 2016 for a 2-year contract period

The Canadian International School System – Vietnam (CISS) consists of:
- The Canadian International School (CIS) serving Grade K – 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 Methods and Resource Teacher (MART) (K-8) for their Canadian International School (CIS) located in Ho Chi Minh City, Vietnam. This individual will work in partnership with a second Methods and Resource Teacher (MART) (K-8), but will also oversee the after-school English Language Learning (ELL) Program, which is offered for Grades 4-9 only.

The Canadian International School-Vietnam (CIS) is an international private school, with a student population of 800 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.

The MART-ELL will be an employee of the CISS and will report to the Elementary Principal of the CISS, Ho Chi Minh City, Vietnam. The working hours for the MART-ELL will begin at 10:00 a.m. and finish at 5:30 p.m. from Monday to Thursdays, with a regular school day on Fridays (8:00 a.m. - 3:30 p.m.). Hours shift slightly during the weeks when after-school clubs are not offered. The MART-ELL schedule is adjusted accordingly.

Responsibilities of the Methods and Resource Teacher (MART) - hours from 10:00 a.m.-3:00 p.m.:

- provide support for students in the regular classroom through an inclusionary model;
- establish an In-School Support Team that will support student strengths and needs through a team approach;
- provide opportunities for discussion with all teachers, administrators and support teachers to monitor, discuss and implement interventions appropriate to each student;
- coordinate referrals (student learning profiles) to the in-school team;
- assist the regular classroom teacher in providing appropriate accommodations to meet the needs of students;
- conduct educational assessments and observations to identify students strengths and needs;
- provide academic support on a withdrawal basis (one-on-one or small group setting);
- provide a time-out/safe space area for students with social/emotional concerns, sensory overload etc.
- provide space for assessment accommodations (extra time, quiet setting etc.)
- assist the regular classroom teacher with regards to assessment and evaluation and reporting achievement;
- team teach and model lessons for differentiating learning for all students;
- support all teachers in providing a differentiated program for the learners in their classrooms;
- act as a liaison with parents and community resources
Responsibilities of the English Language Learning Coordinator (ELL) - hours from 3:00-5:30 p.m.:

- collaborate with the BCIS ELL Coordinator regarding ELL resources and program delivery
- track progress of language acquisition of students in the ELL Program through bimonthly STEP reporting
- liaise with Admissions Department to track incoming students and determine placement for after-school classes
- inform the Academic Services Office regarding program changes for internal logistical purposes
- communicate with parents regarding ELL involvement in major school activities (i.e., Open House, Parent/Teacher Interviews)
- collaborate with after-school instructors regarding best practices and shared resources, including STEP Framework of Assessment
- collaborate with homeroom teachers to tie after-school content directly to the homeroom academic program
- ensure documentation for assessment and program changes are filed in the ELL Department and also in Academic Services Office.

Special note: the role of the MART and the role of the ELL Coordinator complement each other in terms of student support, instructional support and capacity building for staff. The after-school ELL Coordinator role is primarily administrative, with the instruction of one 75-minute class of between 8-15 students.

Professional Qualifications

- Ontario Certified Teacher with some experience in Special Education/Student Success
- Part 2 or Specialist Qualifications in Special Education; those with Part 1 Special Education will also be considered
- Part 2 or Specialist Qualification in English as a Second Language
- Qualifications in Literacy/Reading/Writing an asset

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.

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 the 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 to Ho Chi Minh City once per year, a one-time settling-in allowance, free tuition for children of successful applicant. Basic medical and health insurance is provided.

Application Process

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.

Make your application to: Mark Bell, Principal-Elementary at mark.bell@admin.cis.edu.vn
If you have questions, please contact: Mark Bell, Principal-Elementary

Only applicants selected for an interview will be contacted.