



**International Teaching Position**  
**Positions begin Mid July 2022**  
**Contract Term 2022 - 2024**  
**At the Canadian International School System-Vietnam**  
**(CISS - VN)**  
**Ho Chi Minh City**

The Canadian International School System (CISS-VN) operates four programs in Ho Chi Minh City, Vietnam. The Canadian International School System – Vietnam (CISS-VN) consists of:

1. The **Canadian International School (CIS)** delivers the Ontario Curriculum Kindergarten to Grade 12 entirely in English. After Grade 10, students are eligible to apply to the IBDP Programme Years 1 and 2, Grades 11 and 12.
2. The **Bilingual Canadian International School (BCIS)** delivers the Vietnamese National Curriculum, Grades 1 – 12 and instruction in English language oral and written fluency according to the Ontario Ministry of Education documents for Language Arts and English Language Learners.
3. The **Canada-Vietnam Kindergarten (CVK)** delivers programs for children ages 18 months to 5 years old.
4. **The Canadian International School - Lao Cai (CIS - Lao Cai)** will be the 4th member school of CISS (Canadian International School System - CISS). CIS - Lao Cai is recognized as the first-ever Alberta Accredited International School in Vietnam approved to offer the Alberta Curriculum. CIS - Lao Cai is also the first international school in the North-Western region of Vietnam.

The Toronto District School Board (TDSB) provides staffing and recruitment consulting services to CISS-VN for CIS, BCIS, CVK and CIS – Lao Cai. As a part of the consultancy agreement, the TDSB provides CISS with up to date Ontario curricula and offers guidance and support to ensure that CISS staff and students are meeting Ontario expectations. All CIS teachers are either members in good standing, or are eligible to be members in good standing, with the Ontario College of Teachers (OCT). All applications are provided to CISS. Applicants are hired by CISS, and if successful, will be an employee of the CISS-VN, reporting to the CISS-VN Principal.

Aligned with the recommendations of the International Task Force on Child Protection, CISS holds a high standard of effective recruiting practices with specific attention to child protection.

The position(s) listed in this posting is/are for the duration of 2-years. The contract period may be extended upon mutual agreement.

Current TDSB staff, who would like to apply, will be considered for a leave of absence from Toronto DSB. Successful candidates are employees of CISS- Vietnam.

**Postings for Bilingual Canadian International School - (BCIS)**

Positions	Subject	Grades
Kindergarten Teacher	English	Kindergarten

## **Kindergarten Teacher**

### **Duties include**

- Preparing a Weekly Lesson Plan
- Updating Long Range Plans
- Up to date on The Early Learning for Every Child Today: A Framework for Ontario Early Childhood Settings (2007), How Does Learning Happen? Ontario's Pedagogy for the Early Years (2014), and The Ontario Kindergarten Program (2016).
- Implement current teaching philosophies and approaches
- Actively participate in the life of the school: assigned duties, attend staff training, participate in the monthly staff meeting plan and/or participate in school-wide events eg. Halloween, Christmas, Night Camping, Open House, Curriculum Night, Terry Fox Run, monthly themed "Character Education", Monthly CVK Day, Water Day
- Conduct Parent/ Teacher conferences
- For band new teachers they must participate in the orientation sessions for new CISS employees
- Support and help develop any new school initiatives designated by the administration
- Promote school morale, staff cohesiveness, and overall school well-being
- Participate in optional social events
- Assess student progress using current assessment approaches and procedures
- Communicate children's progress by completing 2 reports cards per child under your teaching assignment
- Coordinate resource preparation, classroom team-teaching, and guiding your English Teaching-Assistant in supporting your classroom duties
- Promote a safe and happy working environment for all staff school-wide
- Follow the "smart dress code" as outlined in the Staff Handbook
- Participate in dress-up themed days through the year

### **Required Qualifications**

- A valid Ontario Certificate of Qualification
- A member in good standing with the Ontario College of Teachers (OCT)
- A signed Annual Offence Declaration. As an international school system, CISS schools are held to high levels of scrutiny to ensure that our recruiting processes pay careful attention to the principles of [Child Protection](#)
- A commitment to complete Teaching English Language Learners Part 1 before or during the 2022 - 2024 school year
- Have Bachelor in Education / Master in Education
- Have at least 03-year in teaching kindergarten experience

### **Abilities/ Skills**

- Professional Attributes and Experience

- Proven ability to work in teams
- Work effectively with teachers, parents, administrators, and students
- Commitment to creating a school culture that is caring, collaborative, safe, and responsive to the needs of all students
- Demonstrated commitment to student success
- Experience in the international environment and teaching English Language Learners is an asset.

### **Remuneration**

Remuneration is based on experience and qualifications. It also includes housing allowance. cost of flights 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.

**Start Date:** Mid July, 2022

### **Application Process**

Submit the following:

- Download and sign Offence Declaration: [Offence Declaration](#)
- Cover letter
- Resume including your current OCT
- Names and contact information (telephone number(s) + email addresses) of **three (3)**

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.

It would be great if you can spend time to complete the [Google Form](#) we share with you which helps us to know your qualification or experience clearly.

Submit your application online to: [jobapplication@admin.cis.edu.vn](mailto:jobapplication@admin.cis.edu.vn)

If you have questions, please contact:

[thao.trinh@khoinguyenholdings.edu.vn](mailto:thao.trinh@khoinguyenholdings.edu.vn)

**Only applicants selected for an interview will be contacted**



## **Bilingual Canadian International School – Vietnam**



The Canadian International School Bilingual-Vietnam (BCIS-VN) is a renowned International private school in Ho Chi Minh City, Vietnam. BCIS-VN has received approval from the Ministry of Education and Training in Vietnam and the Department of Education and Training in Ho Chi Minh City to accept both Vietnamese nationals and expatriate nationals learning together as students in our school. The school's languages of instruction are Vietnamese and English. The Bilingual Canadian International School - is committed to providing outstanding learning opportunities for our students to demonstrate academic excellence. We have chosen to follow the structure and curriculum used in Canadian public schools in the Province of Ontario, Canada for the English program in our school.

The BCIS-VN Academic Leadership Team (1-12) is comprised of experienced and accredited system and school leaders who are building a professional learning community in an international setting committed to enhancing student learning and achievement. At BCIS we understand the importance of providing a supportive and stimulating learning environment for all

our students. We are committed to the intellectual and personal development of each student and our core objectives, we believe, prepare all students for a purposeful life as a global citizen in the 21st century. We know our greatest asset is our teaching staff. We recruit OCT-equivalence certified educators who are members in good with their respective teaching certification. Delivering instruction using the inclusive Ontario curriculum at all grade levels Grade 1– 12, our dedicated teachers provide a caring environment committed to the individual success of each student. Our Character Education in Action program is exemplary. Beginning in 2020, BCIS has also began offering IGCSE courses to year 9 and 10 high school students and therefore have also been actively recruiting IGCSE teachers.

For more information, visit <https://bcis.edu.vn/en>