



**The position of Elementary Vice Principal
CANADIAN INTERNATIONAL SCHOOL, CIS
HO CHI MINH CITY, VIETNAM**

Commencing July 24, 2019, for a two-year contract period



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

- The Canadian International School (CIS) serving Kindergarten – Grade 12 students where the Ontario curriculum is taught. The IB Diploma Programme is also offered to students in Grades 11 and 12.
- The Bilingual Canadian International School (BCIS) serving Grade 1 -12 where both Vietnamese and Ontario curriculum based on STEP assessment, ESL guidelines are taught.
- The Canada-Vietnam Kindergarten (CVK) serving children ages 2 – 5 years.
- The Albert Einstein School (AES) where the Vietnamese curriculum is taught and students learn English 17 periods per week using the EDEXCEL Program.

The Board of Directors of the **Canadian International School System Vietnam (CISS)** is seeking a dynamic, experienced and committed educational leader for the position of **Elementary Vice-Principal** for their Canadian International School (CIS) located in Ho Chi Minh City, Phu My Hung, District 7, Vietnam.

The Canadian International School delivers the Ontario Curricula in English. In lieu of French language study, all Vietnamese National students must study Vietnamese language and culture for a total of 200 minutes per week up to and including Grade 11; non-Vietnamese students study French in accordance with the Ontario Curriculum. Currently CIS houses 920 students, of which 745 are studying from Kindergarten through Grade 8.

CIS is committed to providing outstanding learning opportunities for students to demonstrate academic excellence, life skills and character development. The School Improvement Plan is built on four pillars: Literacy, Numeracy/Math, Character Education and Life of the School. Through our Consultancy Agreement with the Toronto District School Board, Grade 12 CIS students study their Grade 12 Program online and are eligible to graduate with an Ontario Secondary School Diploma (OSSD). In 2016 – 2017 CIS began offering the IB Diploma Programme.

Currently CIS employs 72 teachers all of whom are qualified or eligible to be qualified through the Ontario College of Teachers (OCT). A complement of Vietnamese teachers work with Kindergarten and Grade 1 teachers and deliver Vietnamese Language, Culture and History according to the guidelines published by the Vietnamese Department of Education.

The Leadership Team consisting of an Elementary Principal and Vice Principal and a Secondary Principal and Vice Principal works closely with the Curriculum Council comprised of Division Leads - teachers from each division (Kindergarten, Primary, Junior, Intermediate and Senior) specialty teachers representing Arts, Athletics, Community, Action Service (CAS), English Language Learning (ELL), Language teachers - French and Vietnamese, Library, Student Success, Student Services and Technical Committee.

The **Vice Principal** is an employee of the CISS and will report to the Principal and the Board of Directors of the CISS, Ho Chi Minh City, Vietnam.

Responsibilities of the Vice Principal

- Supports the **CISS educational vision and strategic** directions in building a world-class private school system as determined by the Board of Directors;
 - Supports the work of the Board of Directors on new initiatives to widen the scope of CIS's programs and activities;
 - Is accountable for student achievement and well-being, student enrolment and retention, and sustainability of highly qualified staff;
- Demonstrates the ability to **work collaboratively** with the Board of Directors, the Leadership Team of Principals and Vice Principals, the Operations Manager, all academic and administrative staff, parents and community partners;
- **Inspires confidence** of CIS parents and community in the delivery of education for all students as a world-class private school;
- Demonstrates expertise as an **effective K-8 instructional leader** who is student-centered, able to build a culture of excellence, and lead staff with programs and instruction that will engage and meet the needs of CIS students;
 - Supports the Board of Directors in the effective development and result-oriented implementation of curriculum and co-curriculum that ensures students success as English as a Second Language Learners;
 - Promotes and models strategic use of data to improve learning and ensure a safe, caring and dynamic learning environment and school culture;
 - Co-implements with the Principals and Vice Principals of BCIS and CVK the annual school improvement planning process for all 3 schools and works to ensure the School Improvement Plans are aligned and coherent with the Board of Directors' vision and strategic directions;
- Supports the strategic and systematic **professional learning** of the teaching staff of CIS;
 - Works with the Curriculum Council in the design and delivery of professional learning aligned to the school improvement plan;
 - Mentors and supports teachers new to the profession;
- Assists in the **hiring** of academic staff to ensure high quality teaching and teaching methodologies that meet the needs of students for whom English is their second language;
- **Monitors program delivery** through the instructional walks, TPA and district review processes;
 - Works with ELL teachers and the MART as part of the In School Support Team;
- Assumes **managerial duties** including but not limited to: timetabling, assigning and coverage of teacher absence, safe arrival, the school safety plan and
- Duties as assigned by the Leadership Chair and/or Elementary Principal.

Professional Qualifications

- Member in good standing with the Ontario College of Teachers (OCT);
- Principal's Qualifications;
- **Demonstrated Vice Principal Experience;**

- International or private school experience is an asset and
- Experience as an instructional leader/coach is an asset.

Professional Attributes and Experience

Like principal and vice-principals everywhere, this successful candidate will have experience that supports the *Ontario Leadership Framework*, but in an offshore setting, more careful consideration is given to the personal attributes/resources outlined on the OLF.

- Successful academic leadership experience in providing pressure and support;
- Demonstrated commitment to student success; a strong foundation in the assessment of students' literacy and numeracy skills;
- Excellent communication and organizational skills;
- Experience implementing culturally relevant pedagogy;
- Proven ability to motivate, lead and supervise staff in a Kindergarten - Grade 8 school;
- Experience in staff development notably in supporting beginning teachers;
- Evidence of data-based decision making;
- Experience in developing and implementing school improvement plans;
- Experience in the District Review Process;
- Experience in the international environment is a definite asset and
- Ability to work well under pressure and a high tolerance for ambiguity.

The CISS invites qualified, capable and highly effective educational leaders 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

Vice-Principal \$60,000 Net (70% USD, 30% VND)

In addition, the employee receives a 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, transportation to and from school, lunches each day from the school cafeteria, and free tuition for the first child and 50% for a second. Basic medical and health insurance is provided.

Application Process

Review online information about CIS by visiting <http://cis.edu.vn/>

Submit the following:

- Your cover letter;
- Your resume including your OCT registration and
- The names and contact information (tel. number(s). and email addresses) of three (3) professional references. Your referees are, preferably, those who are or have been in a recent supervisory role to you and who can be readily contacted to provide a reference by phone or email.

Make your application to:

- HR Department of CISS at jobapplication@admin.cis.edu.vn
- Sheryl.Freeman@admin.cis.edu.vn

If you have questions, please feel free to contact us via the above email address - CISS Human Resources Department.

Only applicants selected for an interview will be contacted.

Canadian International School –Vietnam



The **Canadian International School-Vietnam (CIS-VN)** is a renowned International private school in Ho Chi Minh City, Vietnam. CIS-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 language of instruction is English. The 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.

The CIS-VN Academic Leadership Team (K-12) is comprised of experienced and accredited system and school leaders from Ontario who are building a professional learning community in an international setting committed to enhancing student learning and achievement. At CIS we understand the importance of providing a supportive and stimulating learning environment for all of 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 Canadian trained, Ontario certified educators who are members in good standing with the Ontario College of Teachers. Delivering instruction using the inclusive Ontario curriculum at all grade levels Kindergarten – Grade 12, our dedicated teachers provide a caring environment committed to the individual success of each student. Our Character Education *in Action* program is exemplary.