



CIS Elementary Vice Principal

Position begins 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.

The Toronto District School Board (TDSB) provides staffing and recruitment consulting services to CISS-VN for CIS, BCIS, and CVK. 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.

CIS Elementary Vice-Principal

Responsibilities

- The Vice-Principal is an employee of Canadian International School System (Vietnam) reporting directly to the Elementary Principal and responsible for assisting the Elementary Principal and Chair of the school leadership council in implementing the vision and meeting the objectives of the Employer as determined by the Board of Directors and clearly communicated to the Vice-Principal.
- The Vice-Principal shall be a member of the administrative principal council of the school under the Chair of the Leadership Council. As an administrative team member, the Principal shall be expected to adopt, in collaboration with colleagues, a collegial approach to management that will excite, encourage and inspire staff to work as a team to make the Canadian International School System to become one of the top international schools in Vietnam in accordance with the regulations of School Leadership Council defined by the Board of Directors.

Duties

The Vice-Principal shall provide support for the administration of the academic program K-Gr.8 of the Canadian International School (CIS) consistent with the policies and practices of elementary schools in the Province of Ontario, Canada.

The Vice-Principal shall assist the Elementary Principal in promotional activities for the Canadian International School System in cooperation with and under his/her direction during the time the Principal is at the school.

The Vice-Principal shall be expected to assist the Elementary Principal with the annual review of the progress of the academic program of the school complete with recommendations for improvement.

The Vice-Principal shall be expected to assist the Elementary Principal with conducting annual performance reviews of all teachers and teaching assistants in a cycle determined in collaboration with the Chair of Leadership Council.

The Vice-Principal shall be responsible to contribute to the development of the educational vision of the Board of Directors in accordance with the following principles:

- **Leadership** - providing instructional leadership to the academic staff;
- **Learning** - encouraging all pupils in the pursuit of learning;
- **Ethics** - inculcating by precept and example respect for morality and the highest regard for truth, justice, loyalty, love of country, humanity, benevolence, sobriety, industry, frugality, purity, temperance and all other virtues;
- **Canadian Standards** - being governed, except where inconsistent with applicable laws of the Socialist Republic of Vietnam, by the Education Act of Ontario, Canada, and the policies and regulations made therein;
- **Local Expectations** - developing an Ontario curriculum at the school with such adjustment as may be necessary to comply with the laws of Vietnam and to include such Vietnamese curricular content as Board of Directors may at their absolute discretion direct; and develop

an understanding of Vietnamese values and affects an integrated Vietnamese and Canadian organizational culture within the school and among the staff;

- **Curriculum** - assisting the teachers to teach such curriculum as adjusted or adopted;
- **Discipline** - maintaining proper order and discipline in the school and on the school grounds;
- **Register Pupils and Record Attendance** - overseeing the ongoing registration of pupils and to ensure that the attendance of pupils for every school day is recorded in the register supplied by the schools;
- **Maintain Pupil Records** - using the regulations and the guidelines issued by the Ontario Ministry of Education as a guideline, to collect information for inclusion in a record similar to the Ontario School Record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and disposal of the record;
- **Co-operation** - co-operating as a member of a school leadership team in creating a team approach to the ongoing success of the school to include co-operation and co-ordination of effort among the members of the staff of the school using a variety of strategies including but such strategies that from time to time might prove effective;
- **Timetable** - preparing a timetable; to conduct the school according to such timetable and the school year calendar(s) applicable thereto; to make the calendar(s) accessible to the pupils, teachers, and to assign classes and subjects to the teachers;
- **Examinations and Reports** - holding such examinations as the Principal considers necessary for the promotion of pupils or for any purpose; report the progress of the pupil to his or her parent or guardian through parent-teacher interviews and using the school's standard report card;
- **Assessment and Evaluation of Pupils** - ensuring that the assessment and evaluation strategies established by the Province of Ontario are followed by each and every member of the teaching staff in a manner consistent with that required in Ontario schools;
- **Promote Pupils** - recommending to the Board of Directors, the promotion of such pupils as the Principal considers proper and to issue to each such pupil a statement thereof;
- **Textbooks** - using and permitting to be used as a textbook in a classroom or in a subject area for which textbooks are approved for use with the Ontario curriculum only textbooks that are approved for use with that curriculum and only textbooks that are approved by the Principal in the case of subject areas for which the Ministry of Education, Ontario does not approve such supplementary texts as may from time to time be deemed appropriate;
- **Management Reports** - furnishing to the Board of Directors any information that may be in the Principal's power to give regarding, the discipline in the school, the progress of the pupils, and any other matter affecting the interests of the School;
- **Care of Pupils and Property**
 - giving assiduous attention to the health and comfort of the pupils, to the cleanliness, temperature and ventilation of the classroom, to the care of all teaching materials and other school property, and to the condition and appearance of the classroom, school buildings and grounds;
 - reporting promptly to the Board of Directors, when the Principal has reason to suspect the existence of any communicable disease in the school, and of the unsanitary condition of any part of the school building or the school grounds;
 - refusing admission to the school of any person who the Principal believes is infected with or exposed to communicable diseases and reporting such refusal immediately to the Board of Directors;

- **Access to School or Class** - subject to an appeal to the Board of Directors, to refuse to admit to the school or classroom a person whose presence in the school or classroom would, in the Principal's judgment, be detrimental to the physical or mental well-being of the pupils;
- **Staffing Matters** - reviewing, evaluating and recommending the Board of Directors the renewal of teaching staff; allocation of staff, annual review of teacher performance as outlined in teacher contracts, in accordance with the Employment Standards Act in Ontario and relevant Vietnamese regulations. If conflict arises between regulations, Vietnamese regulations shall take precedence;
- **Parents' Matters** - establishing the procedure and principles in communication with parents so that the information is communicated to parents timely and effectively among the channels in the School; directing the academic staff to plan and organize the Teacher-Parent meeting during the school year. The Principal shall be responsible for contacting, solving the parents' complaints if it exceeds the responsibilities of teachers. The Principal has full power to direct the Admission Department, Academic Services Department and teaching staff to act professionally in the relationship with Parents;
- **School Council** - Organizing the school council and to support the Council's efforts in maintaining close cooperation with the community; directing and supporting Student Council organizing the activities in accordance with the curriculum, requirements and educational goals of the School;
- **Promotional activities** - participating in ongoing promotional activities of the school as developed by the Board of Directors;
- **Principal Orientation** - being on site and prepared to participate in such orientation program as may be developed for a new CIS principal one week prior to teacher orientation;
- **Staff Orientation** - preparing and implementing an orientation program for staff new and returning to CIS to begin no later and ten (10) days before the start of the academic year;
- **Professional Development** - identifying appropriate professional development needs for staff and recommending activities to address those needs;
- **Absence from School** - notifying the Board of Directors if the Principal is to be absent from school and the reason therefore;
- **School Property** - being responsible for supervising and managing the school property as outlined in the rights and responsibilities of a Principal in Ontario School.
- **School Inspections** - co-operating with the representative of the Toronto District School Board in preparing for an annual school inspection by the Toronto District School Board in accordance with the guidelines set out by the Toronto District School Board;
- **School Development** - directing the academic staff to develop and implement the JK-12 academic program and make an annual review complete with recommendations for improvement;
- **Other** - to provide any other ancillary services as required to ensure the success of the academic program.

Vice-Principal - Board of Directors Relationship

- The Vice-Principal is responsible for assisting the Elementary Principal in implementing the vision and meeting the objectives of the school as determined by the Board of Directors.
- The Vice-Principal reports directly to the Elementary Principal on urgent occasion, it will be appropriate for the Vice-Principal to report directly to the Board of Directors with the Elementary Principal present.

Vice-Principal - Elementary Principal Relationship

- The Vice-Principal is a member of the administrative leadership team under the leadership of the Chair of Leadership Council and directly responsible to the Elementary Principal.
- The Vice-Principal is responsible for assisting the Elementary Principal in implementing the vision and meeting the objectives of the school as determined by the Board of Directors.
- The Vice-Principal shall take direction from and report to the Elementary Principal in all matters pertaining to the administration of the academic program of the school.
- The Vice-Principal may report from time to time to the Board of Directors with the Principal as the Elementary Principal deems appropriate.
- The Vice-Principal shall be provided his/her annual performance review of the leadership activities and effectiveness by the Principal.
- The Vice-Principal shall prepare an annual report complete with recommendations for improvement and submit to the Elementary Principal.
- The Vice-Principal shall recommend to the Elementary Principal teachers who should be considered for contract renewal/withdrawal.

Vice-Principal - Manager, Maple Leaf Center/ Sports Arena Relationship

- The Vice-Principal shall cooperate with the Manager of the Maple Leaf Centre/ Sports Arena in the selection of activities appropriate for the cultural centre, teacher assignments in the cultural centre and the timetabling of culture, arts, recreational and sports' activities that will take place in the cultural centre during the school year.

Vice-Principal – Secondary Vice-Principal & IB Coordinator Relationship

The Vice-Principal shall cooperate and be responsible to the Secondary Vice-Principal and the IB Coordinator on implementation, training and communication of CAS as an additional responsibility as defined in the Offer of Employment.

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
- An advanced degree preferably in School Management and Instructional Leadership
- Minimum 7 years of experience as a K-8 School Principal or Elementary Principal

Professional Attributes and Experience

- Strong background in instructional and school administration leadership.
- Experience with Canadian or/and other advanced education systems and K-12 school model; experience with Vietnam education system would be an advantage.
- Experience in recruiting Canadian and Vietnamese Teachers, and managing a diverse multi-cultural team and faculty.

- Proven leadership and management skills in high-performing academic organizations.
- Excellent communication skills, both verbally and written.
- Strong influencing, negotiation, persuasive and collaborative skills.

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: 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.

Submit your application online to: jobapplication@admin.cis.edu.vn

If you have questions, please contact:
thao.trinh@khoinguyenholdings.edu.vn

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. Through our Consultancy Agreement with the Toronto District School Board, we are able to offer the Ontario Curriculum from Full Day Kindergarten to Grade 12. In line with the TDSB Vision for Learning, CIS Vietnam places a strong emphasis on character education and the development of students as global citizens with particular attention to Global Competencies. In 2015, CIS was accredited as an IB World School offering the IB Diploma Programme.

The CIS-VN Academic Leadership Team (K-12) is comprised of experienced 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 global citizens 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, our dedicated teachers provide a caring environment committed to the individual success of each student. Our Character Education in Action program is exemplary.

For more information, visit www.cis.edu.vn