



**International Secondary Principal,
Grades 7 - 12 Contract Term 2021 - 2023
Canadian International School System-Vietnam
(CISS-VN) Ho Chi Minh City**



The Canadian International School System – Vietnam (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) 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.
2. The Bilingual Canadian International School (BCIS) serving Grades 1 -12 where both Vietnamese and Ontario curriculum are taught.
3. The Canada-Vietnam Kindergarten (CVK) serving children ages 2 – 5 years.
4. The Albert Einstein School (AES) where the Vietnamese curriculum is taught and students learn English one period per day.

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 CISS 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, CISS Principals report to the CISS Head of School and Board of Directors.

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.

Current TDSB administrators, who would like to apply, will be considered for a leave of absence from Toronto DSB to CISS- Vietnam when successful in his/her application.

The Board of Directors of the **Canadian International School System Vietnam (CISS-VN)** is seeking a dynamic, experienced and committed educational leader for the position of **Secondary 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; non Vietnamese students study French in accordance with the Ontario Curriculum. Currently CIS houses approximately 1025 students, of which almost 400 are studying from Grades 7 - 12.

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 Community, Culture and Caring. Through our Consultancy Agreement with the Toronto District School Board, Grade 12 CIS students study their Grade 12 Program on line and are eligible to graduate with an Ontario Secondary School Diploma (OSSD). Beginning in 2015, CIS began offering the IB Diploma Programme.

Currently CIS employs 71 teachers all of whom are qualified or eligible to be qualified through the Ontario College of Teachers (OCT). The Leadership Team consists of an Elementary and Secondary Principal, and Elementary Vice-Principal who work closely with the Curriculum Council comprised of Elementary Grade Level Leads, Specialty Teachers representing Arts, Athletics, Community, Action Service (CAS), English Language Learning (ELL), Guidance, Language teachers - French and Vietnamese, Library, Student Success, Student Services and Technical Committee, and Secondary Subject Representatives.

The **Principal** is an employee of the CISS and reports to the Head of School and the Board of Directors of the CISS, Ho Chi Minh City, Vietnam

Responsibilities of the 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 developing the CIS Program
 - Is accountable for student achievement and well-being, student enrolment and retention, and sustainability of a highly qualified staff
 - Works closely on a day to day basis with all teachers
 - Demonstrates the ability to **work collaboratively** with the Board of Directors, the Leadership Team, the Operations Manager, all academic and administrative staff, parents and community partners
- **Inspires the 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 Grade 7 - 12 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 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;
 - Mentors and supports teachers new to the profession
 - Facilitates the creation of grade, division and subject level teams
 - Is responsible for **hiring** Canadian academic staff to ensure high quality teaching and teaching methodologies
- **Monitors program delivery** through learning walks/ walk throughs, TPA and district review processes
- Works closely with **IB Diploma Coordinator** to support staff and students
- Oversees **managerial duties** including but not limited to: timetabling, assigning and coverage of teacher absence, safe arrival, the school safety plan
- Performs duties as assigned by the Board of Directors and/or Head of School

Professional Qualifications

- Member in good standing with the Ontario College of Teachers

- Principal's Qualifications
- Demonstrated experience as a Principal
- Preferred candidate has IB experience
- International or private school experience an asset
- Experience as instructional leader/coach an asset

Professional Attributes and Experience

Like principals everywhere, this successful candidate will have experience that supports the *Ontario Leadership Framework (OLF)* 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; strong foundation in assessment of students' literacy skills
- Excellent communication and organizational skills,
- Experience implementing culturally relevant pedagogy
- Proven ability to motivate, lead and supervise staff in a secondary setting
- 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 overseeing/leading the District Review Process
- 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

Principal **Net (70% USD, 30% VND)**

In addition, the employee receives housing allowance, return flights to and from Toronto or Vancouver to Ho Chi Minh City in each year of the contract, 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.

See attached for the details job description of this role via: [Role of the CISS Principals](#)

Application Process

Submit the following:

- Download and sign an 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: brenda.williamson@admin.cis.edu.vn

Applications will be accepted upto March 31, 2021

Only applicants selected for an interview will be contacted.



CANADIAN INTERNATIONAL SCHOOL
VIET NAM

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