



International Teaching Position

Position begins July 27, 2020

Contract Term 2020 - 2022

**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 **Albert Einstein School (AES)** delivers the Vietnamese National Curriculum, Grades 1 – 12 and the Ed Excel English Program.

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.

Positions	Grades
Secondary Guidance Counselor	Grades 9 -12 With responsibilities for Grade 8 to Grade 9 transition

The ideal candidate has teaching experience with the TDSB and/or other Ontario school board and/or international

experience.

Responsibilities of the Guidance Counselor are:

The **School Guidance Counselor's primary function** is to provide a comprehensive counseling program for all students in Grades 9 through 12.

The counselor

- Consults with teachers, parents and staff to enhance their effectiveness in supporting students
- Works with and provides support to the school leadership team and the Secondary Guidance Counsellor, Curriculum Council Lead, in a trusting relationship to provide pertinent information in planning and addressing a wide range of school related social-emotional and academic activities and issues
- Maintains the absolute confidentiality of students, parents, staff and teachers

Specific Responsibilities:

- Supports students and families with a program for transitions to and from CIS, including but not limited to pathways to post secondary education
- Serves and supports the emotional and developmental needs of the students through one-on-one and small-group counseling
- Counsels individuals and small groups of students toward social and emotional growth
- Implement student well-being and mental health programs for secondary students
- Works with the In School Support Team (and Learning Resource Team) to support student's learning needs
- Provides referrals to outside agencies where appropriate
- Promotes a positive and caring climate among students, staff and community
- Mediates issues between students and teachers, in collaboration with the Learning Resource Team, where appropriate
- Serves as point person in child protection cases and adheres to the procedures of CIS' Child Protection Policy
- Partners with teachers in curriculum delivery, for example: Careers, Health and Physical Education, and Learning Strategies
- Engages and participates in a variety of collaborative teams and committees
- Works with the School Admissions Team to meet and support prospective students
- Works as a member of the crisis team in matters related to health and safety and/or child protection
- Supports and coordinates volunteer opportunities both within and outside of the school
- Conducts parent information sessions on various topics including Grade 8 transition, new student support and other relevant topics
- Works with Grade 8 teachers, the Elementary Guidance Counsellor, and Elementary Learning Resource Team to support the academic and social-emotional transition from Grade 8 to Grade 9
- Facilitates communication between parents, students, teachers and administration in support of students' social-emotional needs in order to provide appropriate in-school support and intervention
- Provides support to the Secondary Guidance Counsellor, Curriculum Council Lead, on academic planning and university applications
- Liaises, coordinates and supports the Secondary Guidance Counsellor, Curriculum Council Lead, in support of all secondary students' social-emotional, academic and post-secondary planning needs

Required Skills and Qualifications:

- Preferred undergraduate degree in Psychology or Social Work

- Recognized certification as a school counselor or licensed therapist in country of origin with significant experience working with youth 13-18
- Member in good standing with Ontario College of Teachers (OCT) **or eligible** to become licensed by OCT <https://www.oct.ca/becoming-a-teacher/internationally-educated-teachers>
- Teaching and counseling experience
- Student-centred and nurturing personality
- Commitment to collaborative planning

The CISS invites qualified, capable and highly effective teacher-counsellors to apply for the above position. This position is for the period stated above and can be extended by mutual agreement of both parties. Candidates must have a willingness to adapt to a different cultural context and to work as a team in a challenging international educational environment.

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 27, 2020

Application Process

Submit the following:

- Download and signed 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: sheryl.freeman@admin.cis.edu.vn



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