

## Yangon International School

**Seeks:** Secondary Principal - Grades 6-12 (tentative vacancy)

**Effective:** July 2017

**Application Deadline:** December 15, 2016



### **Background**

The Yangon International School is seeking a Secondary Principal beginning with the 2017-2018 academic year. This position will supervise grades 6-12. Currently, there are approximately 300 students in the secondary school. The school is expanding its facilities and the student population will be gradually increasing from two sections to three sections for each grade level.



### **The School and Mission**

The Yangon International School began in 2004. It is a private college preparatory Pre-K-12 school. ISS was contracted to begin the school and YIS remains an ISS managed school. An ISS Senior Leadership Executive visits the school twice a year to offer support and recommendations. The school has an owner who has been very supportive through the years. The owner also owns many local schools referred to as ILBC throughout Myanmar. YIS has established an outstanding reputation throughout Yangon. The owner's vision is to have one of his schools be a western school with western teachers. It is hoped that graduates will continue on to universities and then return to Myanmar to help develop the country. The school's motto is *Progress through Education*.

### **The YIS mission statement is:**

Yangon International School is a private Pre-K -12 college preparatory school. The school seeks to foster the development of the whole child, who is a participating global citizen and a lifelong learner: one who is academically well prepared, socially responsible, culturally sensitive, and personally fulfilled.

The school is fully accredited by WASC (Western Association of Schools and Colleges).

### **Students and Faculty**

The majority of students are Myanmar. Other countries represented are South Korea, Thailand, Bangladesh, India, and the United States. Students are hardworking and the majority of the graduates attend universities in the US. Many students receive significant scholarships.

The school has approximately 62 faculty members and a large support staff. Most teachers are US or Canadian citizens. Many teachers have advanced degrees.



### **Campus and Facilities**

The campus is located in a suburb of Yangon. It consists of a main building, a gymnasium, a swimming pool, a playground, module classrooms, and an additional building for PE and extra

classrooms. The classrooms are spacious and are well furnished. The whole campus has a wi-fi internet service, supported by a fiber optic cable. Most classrooms have a digital projector for technology related lessons. There are three teacher apartment buildings across the street from the school.



### Curriculum

The school follows an American curriculum with standards and benchmarks from national and US organizations. The school has an excellent offering of AP courses at the high school level relative to its size. The curriculum can be found on the YIS website. The school uses the Atlas Rubicon Curriculum Management system for all grade levels and courses. Chinese and Spanish are offered at the high school level. Many students participate in community service activities. High school students are required to have their own laptop computer.

### Governance

As stated, the school has an owner. The school is financially sound and the focus is not centered on profit making. The intent is to provide the resources and necessary support for YIS to be one of the top international schools in Myanmar and the region. YIS is managed by ISS. An ISS Senior Leadership Executive visits the school twice a year and provides consultation on important school decisions and future program development.



### **Academic Calendar**

The school year runs from the first week in August to the first week in June. There are many holidays and natural breaks throughout the year. The administration is usually at work by July 20 to prepare for the year and teacher in-service. Please refer to the calendar on the school's website.

### **Major Responsibilities and Duties of the Secondary Principal**

The Secondary Principal is the educational leader of the secondary school. Responsibilities include:

- Supporting the school's mission and vision
- Supervision of the secondary educational program
- Supervision and evaluation of the faculty
- Providing leadership for all secondary meetings, programs, and co-curricular activities
- Supporting professional development opportunities
- Encouraging a spirit of teaming and collaboration among the faculty
- Promoting community service
- Collaborating with the counselor on the educational needs of the secondary school students
- Supervising the ELL student needs
- Providing the necessary discipline for the secondary students
- Collaborating with the elementary principal on the schedule
- Collaborating with the Director on the recruiting needs of the secondary school
- Communicating well with the parents and contributes to the school's publications
- Attending major after school events such as concerts and community activities
- Be proactive and maintain a high visibility around the school
- Skills in Standards Based Assessment and reporting
- Experience with the MAP standardized tests and analysis of results
- Supervise a very strong Week Without Walls program

### **Qualifications**

- Secondary teaching experience – ideally at both the middle and high school level
- Secondary administrative experience
- An advanced degree in education and administrative training
- Certification as a secondary administrator or principal
- Scheduling software experience, currently the school is using Administrator Plus
- Effective communication skills, both verbal and written
- Models good citizenship and is a role model for faculty and students

- Experience with working with other cultures, modeling cultural understanding and appreciation
- Excellent technology skills
- Promotes positive interpersonal relationships with students, teachers, and parents
- Knowledgeable of recent curriculum trends and best teaching practices
- Contributes to the Professional Development of the teachers
- Experience with the needs of the college admission's process
- Experience with AP (Advanced Placement) course supervision

### **Salary and Benefits**

- Competitive salary based on experience
- Health Insurance
- Annual home leave
- Shipping Allowance
- Tuition for one dependent child or two children if the spouse is a teacher
- Housing
- Annual professional development allowance
- Relocation allowance
- Car and driver
- Optional 401K contributions
- Although Myanmar has income taxes, the school will cover those expenses
- Note: The first contract is for two years. Thereafter, it is a one-year contract.

### **Application Procedure – Deadline is December 15, 2016**

Please send, **as a single PDF document**, the following items:

- 1) A formal letter of interest
- 2) Current resume/CV
- 3) List of References

Application materials should be addressed and sent via email to: Mr. Greg Von Sprecken, Director, Yangon International School ([vonsprecken@yismyanmar.com](mailto:vonsprecken@yismyanmar.com)). Mr. Von Sprecken will be recruiting and interviewing at the ISS Bangkok and San Francisco job fairs as well as at the University of Northern Iowa's recruiting fair in February. A Skype interview will be required if it is not possible to meet in person.

Candidates should review the YIS school's website at: <http://www.yismyanmar.com/> to gain a better perspective and understanding of the school. Candidates should submit their application materials as soon as possible, as YIS reserves the right to end the search at any time before the deadline, if the right candidate is found.