



# INTERNATIONAL SCHOOLS SERVICES

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## **Administrative Search Announcement**

**Curriculum and Professional Development**

**Coordinator Pre-School - Grade 12**

**Yangon International School**

*Yangon, Myanmar*

**Application Deadline: December 1, 2017**

## Background

The Yangon International School is seeking a Curriculum and Professional Development Coordinator beginning with the 2018-2019 academic year to assist us on our quest to provide the best educational opportunities for our students and faculty. The Curriculum and Professional Development Coordinator addresses the curriculum needs of the school from Pre-School to Grade 12. Currently, 550 students attend our school. The school is in the process of expanding its facilities and the student population will gradually increase.

## Overview of School

The Yangon International School is a private, college preparatory Pre-K to Grade 12 school founded in 2004. International Schools Services (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. ISS also provides a curriculum consultant for support and assistance.

## Accreditation

The school is fully accredited by WASC (Western Association of Schools and Colleges). The school is undergoing a mid-cycle visit in this school year.

## Mission

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.



## Community Information



## Students and Faculty

The majority of students are Myanmar nationals. Other countries represented are South Korea, Thailand, Bangladesh, India, and the United States. Students excel academically and are actively involved in extra-curricular activities. Students are hardworking and the majority of the graduates attend universities in the US. Many students receive significant scholarships.

The school has approximately 68 faculty members and a support staff of 60. Most teachers are American or Canadian. Many teachers have advanced degrees.

The administrative team consists of a School Director, Secondary Principal, Elementary Principal, Curriculum and Professional Development Coordinator, and a Lower School Building Coordinator for a branch campus.

## Campus and Facilities

The YIS campus is located in a suburb of Yangon. It consists of a main building, a gymnasium, swimming pool, playground, module classrooms, and an additional building for PE and extra classrooms. The classrooms are spacious and well furnished. The whole campus has wi-fi internet service supported by a fiber optic cable. Most classrooms have a digital projector and document camera for technology related lessons. There are three teacher apartment buildings across the street from the school.



There is a lower school campus with a gym located about three blocks away from the main campus. This includes pre-school to grade 2.



## Curriculum

The school follows an American curriculum with standards and benchmarks from national and US organizations. The high school has an excellent offering of AP courses. 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.

## 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 & Duties

The Curriculum and Professional Development Coordinator is responsible for the following:

- Support and promote the school's mission, vision, and the ESLR's
- Coordinate with the elementary principal, secondary principal, and school director on the curriculum needs of the school
- Supervise Atlas Rubicon Curriculum Management System and assist teachers in its proper use, including training new teachers on how to access and utilize the system.
- Coordinate and communicate educational standards and ensure that teachers are



linking the standards with their instruction

- Provide workshops or assistance with UbD and how to write and apply to the curriculum
- Curriculum Review Cycle – Responsible for implementation and continuation of the curriculum review process and facilitating textbook and material selection.
- Curriculum Alignment – All departments and subjects should be horizontally and vertically aligned with the standards, ESLR's, and best practices.
- Overall coordination of teacher professional development and to document all professional development activities, conferences, and workshops.
- Coordinate in-service as needed and to address the curriculum needs of the school.
- Assist with PLC Coordination and training
- Share new curriculum trends and teaching strategies with teachers and administrators.
- Share professional articles with teachers and administrators.
- Create a general focus on student and faculty learning throughout the school



- Be aware of WASC procedures, protocols, and timeline and supervise curriculum work so that we are meeting the needs of the school-wide action plan.
- Attend EARCOS leadership conference and network with other curriculum directors and coordinators
- Promote and encourage EARCOS weekend workshop teacher participation if it is a school-wide goal or need and as the budget allows
- Organize and coordinate consultant visits as feasible for in-service and training
- Offer classroom coaching assistance and teaching strategies to the teachers
- Standardized Testing Coordination: Coordinate testing schedule process. Analyze results and share with the instructional staff and administrators.
- AP Course and Examination Coordinator for the school (Collegeboard)
- MAP's testing coordinator for the school (NWEA) Assist staff to utilize assessment data to develop student goals and inform instruction.

## Qualifications

- Extensive teaching experience – ideally at both elementary and secondary school levels
- An advanced degree in education and administrative training
- Certification as a curriculum specialist or instructional leader
- Effective verbal and written communication skills
- Models good citizenship and is a role model and mentor for faculty and students
- Experience with working with other cultures, modeling cultural sensitivity, understanding, and appreciation
- Excellent technology and presentation skills
- Promotes positive interpersonal relationships with students, teachers, administrators, and parents
- Knowledgeable of recent curriculum trends, best teaching practices, and educational research
- Contributes to the Professional Development and improvement of teacher classroom practice and interaction with the school community
- Experience with AP (Advanced Placement) course supervision desired
- Familiar with PLC (Professional Learning Communities) and how they are utilized effectively toward school improvement

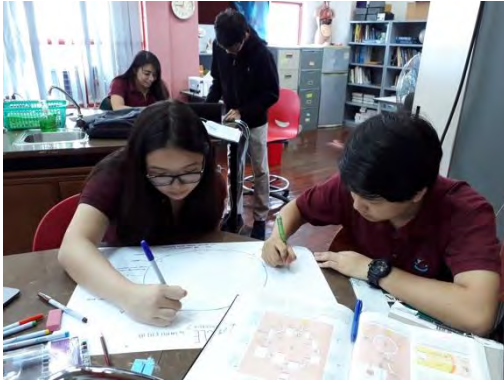
## Salary & Benefits

- Competitive salary based on experience
- Health Insurance
- Annual Home Leave
- Shipping Allowance
- Tuition for one dependent child. If there is a teaching spouse, tuition for a second dependent child



- Housing and Utilities – School housing includes basic furnishings
- Internet Service and Satellite TV service
- Annual Professional Development Allowance
- Relocation allowance for the initial year

Note: The first contract is for two years. Thereafter, it is a one year contract.



## Application Instructions

**Deadline: December 1, 2017**

**Candidates will be reviewed as they are received. The school reserves the right to make an offer earlier than the deadline if the right candidate is found. You are encouraged to apply as soon as possible.**

Please send a letter of interest, resume and references to: Greg Von Sprecken, Director, [vonsprecken@yismyanmar.com](mailto:vonsprecken@yismyanmar.com). He will be recruiting and interviewing at the ISS Bangkok and New York fairs. He will also be 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: [yismyanmar.com](http://yismyanmar.com) to gain a better perspective and understanding of the school.

