



INTERNATIONAL SCHOOLS SERVICES

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Administrative Search Announcement

Secondary Principal – Grades 6-12

Yangon International School

Yangon, Myanmar

Application Deadline: November 27, 2017

Background

The Yangon International School is seeking a Secondary Principal beginning with the 2018-2019 academic year. This position will supervise grades 6-12. Currently, there are a total of 307 students in the secondary school. The school is expanding its facilities and the student population will gradually increase from two sections to three sections.

Overview of School

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 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. 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 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, Director of Curriculum and Professional Development, and a Lower School Building Coordinator for a branch campus.

Campus and Facilities

The campus is located in a suburb of Yangon. It consists of a main building, a gymnasium, a swimming pool, a small gym, a playground, module classrooms, and an additional building for PE and extra classrooms. The classrooms are spacious and well furnished. The whole campus has a 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 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 secondary principal is the educational leader of the secondary school and is responsible for the following:

- Supports the school's mission and vision
 - Supervision of the secondary educational program
 - Supervision and evaluation of the faculty
 - Provides leadership for all secondary meetings, programs, and co-curricular activities
 - Supports professional development opportunities
 - Encourages a spirit of teaming and collaboration among the faculty
 - Promotes community service
 - Collaborates with the counselor on the educational needs of the secondary school students
 - Supervises the ELL student needs
 - Provides the necessary discipline for the secondary students
- Coordinates the scheduling for the secondary school
 - Collaborates with the elementary principal on the schedule
 - Collaborates with the Director on the recruiting needs of the secondary school
 - Communicates well with the parents and contributes to the school's newsletter and school publications.
 - Leads curriculum related discussions for continuous improvement of the overall academic program.
 - Has skills in Standards Based Assessment
 - Has experience with the MAP standardized tests and analysis of results
 - Coordinate and 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 & 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
- Internet service and Satellite TV service
- Annual professional development allowance
- Relocation allowance
- Car and driver

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



Application Instructions

Deadline: November 27, 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. 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 or onsite interview is also possible.

A shortlist of candidates will be made and the finalists will be invited for further interviews with the school.

Candidates should review the YIS school's website at: yismyanmar.com to gain a better perspective and understanding of the school.

