



Director of School – Grades Preschool –Grade 12
Yangon International School
Yangon, Myanmar

Deadline: Friday, October 12, 2018

Background



The Yangon International School is seeking a School Director beginning with the 2019-2020 academic year. This position will oversee the full school, Preschool to Grade Twelve. Currently, there are a total of 313 students in the secondary school and 190 students in the Elementary. The school is expanding its facilities by adding classrooms, additional playground space, a cafeteria and new art and drama facilities.

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.

The 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 completed their mid-cycle review with WASC last March.



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.

STUDENTS & FACULTY

The majority of students are from 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 scholarships.



The school has approximately 62 faculty members and a support staff of 135. 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 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 four 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.

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.



Position

RESPONSIBILITIES:

- Promote the mission and vision of the school
- Supervision of the entire day to day operation of the school
- Supervision of the foreign hire staff and indirectly of the Myanmar local staff
- Recruitment of teachers, administrators and key personnel
- Preparing an annual budget for approval
- Approval of all financial requests with final approval by ILBC
- Preparation of school calendar
- Preparation and revision of key school documents
- Supervise the ordering and purchasing of school supplies, textbooks, and materials.
- Supervision of faculty housing
- Supervision of curriculum and management of curricular decisions
- Liaison with the International Schools Services and the SLE representative



- Periodic business meetings with ILBC management
- Parent communications
- Discipline of the school policies and procedures
- Supervise the maintenance and upkeep of the school
- Work with architects and contractors as needed for the upgrading, improvement or addition of school facilities
- Propose and advise ILBC on major decisions
- Represent the school in the community and at official functions
- Keep the ILBC management informed of any major developments
- Be accountable to the management for the safety and security of the students and school employees
- Delegate authority when appropriate
- Develop and supervise the continuous WASC accreditation of the school
- Maintain high academic standards for the school in terms of international expectations
- Overall supervision of admission of students
- Meetings with individuals and families as needed on concerns or issues
- Overall supervision of attendance and leaves by all employees
- Evaluate key administrative personnel
- Oversee marketing strategies to promote the school in a positive manner
- Continuous professional development for self
- Monitor and follow the laws of the country and promote cultural sensitivity

QUALIFICATIONS

- Teaching experience – ideally at elementary, middle and high school levels
- Administrative experience (5 years plus)
- Public relations and marketing knowledge and experience
- Experience with a proprietary school
- Business and financial management
- An advanced degree in administrative training
- Effective communication skills, both verbal and written
- Models good citizenship and is a role model for faculty, parents and students
- Experience working with other cultures, modeling cultural understanding and appreciation
- Excellent technology skills
- Knowledgeable of recent curriculum trends and best teaching practices
- Contributes to the Professional Development of the teachers
- Knowledge and experience with the Advanced Placement Program
- Experience with leading a school through an accreditation process
- Housing and school facilities management

SALARY & BENEFITS

- Competitive salary based on experience
- Health Insurance
- Annual home leave
- Shipping Allowance
- Tuition and dependent status for up to two children
- 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

Effective date: August 2019

Application Deadline: Friday, October 12, 2018

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, photo (optional), educational philosophy and references to: Lory Thiessen (ISS Senior Leadership Executive) at lthiessen@iss.edu.

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

Applicants are asked to submit their letter of interest and CV and complete all necessary application steps as early as possible, as ISS and YIS reserve the right to close the selection process at any time if an ideal candidate is found.

