

Leadership Posting

Head of School Chiang Mai International School *Chiang Mai, Thailand*

Application Deadline: February 15, 2020

Start Date: July 1, 2020



CHIANG MAI INTERNATIONAL SCHOOL Head of School Position



Founded in 1954, Chiang Mai International School (CMIS) is an independent, co-educational, non-profit day school for students from Pre-school to Grade 12.

CMIS provides high-quality education in a caring, social, and cultural environment. Built on a tradition of providing educational excellence in a caring community, CMI has been helping meet the educational needs of the international community in Northern Thailand for over 65 years.

CMIS offers an English-language, American-sourced education taught from an international perspective. Our well-qualified teachers provide instruction that is aligned to a standards-based curriculum focused on active learning. The academically rigorous Advanced Placement (AP) courses offered in our high school help prepare our graduates for admission to outstanding universities and colleges around the world.

CMIS students grow to become confident, articulate, globally-minded learners who excel in many areas, including the arts, athletics, academics, community service, and leadership. This tradition has resulted in CMIS being known to many as the best international school in Chiang Mai.

Today, CMIS is a dynamic international school with over 500 students from more than 23 different countries, but still small enough to retain a friendly and relaxed campus environment. It also remains true to the traditions of its founders, serving missionary families and maintaining the heritage and values of the Christian faith at the heart of the school.

The Head of School at Chiang Mai International School (CMIS) is responsible for the overall administration and operation of the international curriculum and academic programs in all areas in PK-12.

The Head of School must believe strongly in the academic and spiritual philosophy of the school and implement the goals and objectives of the school. In addition to this job description, the Head of School is responsible for fulfilling the expectations of the Head of

School's Duties and Responsibilities.

Accountability: The Head of School works in concert with the National Director and the school Manager to carry out the policies and decisions of the Board of Directors.

1. **Strategic Leadership:** The Head of School works to ensure that the school's vision, mission, values, beliefs, and goals drive the decisions and support the culture of the school. The Head of School:
 - 1.1. Works with the Manager and Director and in concert with the Board of Directors to establish and communicate the future vision, mission and strategic goals for the school.
 - 1.2. Works to uphold the vision, mission and spiritual philosophy of the school both personally and for the school as a whole.
 - 1.3. Articulates strategies for improvements and changes consistent with the goals of the school and works to implement them.

2. **Moral and Professional Leadership:** The Head of School demonstrates appropriate values and ethical behavior. The Head of School:
 - 2.1. Models the qualities of respect, fairness, equity, integrity, and honesty in professional dealings with others.
 - 2.2. Respects and celebrates diversity, valuing people and cultures represented in the school and by the community at large.
 - 2.3. Promotes the integration and application of Christian principles in school curriculum and activities.

3. **Educational Leadership:** The Head of School is responsible for the creation of collaborative structures within the school for the design and implementation of a successful academic program for students. The Head of School:
 - 2.1 Provides leadership to focus on standards for curriculum, instruction and assessment based on research and best practices to establish and achieve high expectations for students in a safe, orderly, and caring environment.
 - 2.2 Provides leadership to ensure that processes and schedules are in place to provide teachers with adequate preparation time and students with schedules that fit their needs and objectives.
 - 2.3 Provides leadership to ensure that all teachers and teaching support staff are properly supervised, personally and/or through other Administrative Personnel, through observations, class visits and evaluations.
 - 2.4 Provides leadership for expectations related to student achievement, behavior, and discipline.
 - 2.5 Provides leadership for student testing, reporting, academic support and placement.
 - 2.6 Provides leadership for the provision of student support services.

4. **Community Leadership:** The Head of School will understand and promote the school community and contribute to the positive environment of the school. The Head of School:
 - 4.1. Acknowledges events and celebrates the accomplishments of the school to further the identity, culture, and community perception of the school.
 - 4.2. Develops a sense of efficacy and empowerment among staff which positively influences the school's identity, culture, and performance.
 - 4.3. Strives to use and maintain effective methods of communication within and outside the school.
 - 4.4. Promotes the public presence of CMIS to the Chiang Mai Community at-large, include potential families, emphasizing attracting priority applicants from the

- missionary and diplomatic community.
- 4.5. Demonstrates effective interpersonal relationships with students, staff, parents and the community.
 5. Personnel Management and Professional Development Leadership: The Head of School will ensure that processes and systems are in place that results in the recruitment, induction, support, evaluation, development, and retention of quality teaching staff.
The Head of School:
 - 5.1. Provides leadership for and oversees the recruitment, induction, orientation, support, evaluation, supervision, development and retention of quality teaching staff. The Head of School will inform the Director and Manager of new teaching staff additions for processing of paperwork.
 - 5.2. Provides for the evaluation of teachers and academic administrative staff in a fair and equitable manner with the focus on recognizing excellence in teaching, improving performance and benefiting student learning.
 - 5.3. Provides support to teachers and academic administrative staff for improving job performance, in collaboration with the teacher or staff member and appropriate Administrative Personnel.
 - 5.4. Oversees the retention or release of teachers and staff at the end of their contract period or before and provides proof of appropriate notice given and corrective measures taken according to developed policy and protocol.
 6. Organizational Leadership: The Head of School manages school organization, operations, and resources to ensure a safe, caring, and effective learning environment.
The Head of School:
 - 6.1. Works with the Director and Manager to create, promote, support, and uphold enforcement of school policies, rules, and procedures with staff and students.
 - 6.2. Provides leadership to establish and oversee adequate committees, protocols and positions for management of all programs relating to students and teachers.
 - 6.3. Works collaboratively with the Manager and/or Director regarding school maintenance, physical environment, health and safety.
 - 6.4. Works collaboratively with the Manager and Director to develop a budget and long-term resource plan that is aligned with the projected income of the school, meets the financial obligations of the school, and best utilizes school resources to improve student achievement.
 - 6.5. Manages the academic and extracurricular programs within the approved budget in consultation with the Director and Manager and in cooperation with the school's principals.

Individuals who are interested in serving as the Head of School at the Chiang Mai International School are invited to visit the school's website, at www.cmis.ac.th

Inquiries concerning this position are to be directed to the School Manager at manager@cmis.ac.th. The start date is July 1, 2020.

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Instructions

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