

Leadership Search



Secondary Principal Vientiane International School *Vientiane, Laos*



Application Deadline: August 4, 2023
Start Date: July 2024

ISS is pleased to conduct this full search.
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www.iss.edu/services/administrative-recruitment

Position Overview

The key responsibility of the secondary principal is to ensure the delivery of a high-quality educational program in line with school policy for the students in Grades 6-12. Through collaboration as a member of the Senior Leadership Team, the secondary principal ensures that all pertinent procedures are in place, to honor the school policies in pursuit of the VIS Core: its mission, vision, values, and definition of learning.

The VIS Secondary Principal is passionate about learning, possesses strong communication skills and focused on the specific responsibilities listed below:

Pedagogical Leadership

- Serving as a pedagogical leader promoting a shared understanding of high-quality learning
- Being highly visible in the classroom as one aspect of leading pedagogical change
- Leading professional learning connected to divisional and school wide priorities
- Ensuring consistency of assessment practices to support learning, including leading the reporting and student-parent-teacher conference processes
- Playing a leading role in helping to direct VIS' inclusion practices

Organizational Leadership

- Providing pastoral leadership in Grades 6-12
- Building capacity and supervising faculty according to the VIS Professional Growth and Evaluation guidelines
- Leading divisional and whole school curriculum initiatives
- Preparing and managing a mission-aligned academic budget for the secondary division
- Communicate effectively in writing and orally with students, parents and faculty
- Promoting a positive attitude towards the school in the school community
- Engaging parents in the educational process

Program Leadership

- Fostering the continuous improvement of the school's programs and performance through:
 - Oversight, in partnership with IB MYP/DP Coordinator, the secondary curriculum delivery and review, including programme changes and reauthorizations
 - Support the school staff in the effective provision of student learning and support services
 - Evaluation of the performance of students, programmes and curriculum against the expected school standards and policies.
- Engaging with parents to improve their understanding of VIS' mission, values and practices that support high quality learning
- Performing other related tasks and assume responsibilities as required by the Head of School

As a leader, display the personal values: Balance, Respect, Resilience, Innovation, and Courage.

Preferred Attributes, Qualifications, & Experience

- Demonstrated initiative, organizational, communication and interpersonal skills
- Ability to maintain self-awareness and humility in various contexts
- Ability to build positive relationships grounded on trust, respect, and collective responsibility
- Strong understanding of inquiry-based teaching and learning
- Understanding and ability to apply Professional Learning Community concepts
- International experience in a similar school setting
- M.A./M.Ed./M. Sc. degree or equivalent
- Relevant administrative credential

Salary & Benefits

The salary and benefits package is competitive and will be commensurate with the qualifications and experience of the successful candidate.

Application instructions found on the final page of this announcement.

The School

Vientiane International School (VIS) is a coeducational, independent, nonprofit IB World School. It is the only school in Laos to be accredited by two International Organizations: the Western Association of Schools and Colleges (WASC) and the Council of International Schools (CIS). The school year is divided into two semesters from early August to early June.



Mission, Vision, & Core Values

Mission

We challenge, inspire, and empower learners to develop their unique potential in our changing world.



Vision

We will lead the way toward a sustainable future.



Values

We value balance, resilience, respect, innovation and courage.

Overview

History

VIS has a rich history in Laos dating back to 1991 when we opened as a virtual one-room schoolhouse. Today VIS is an IB World School where teaching and learning takes place on a five hectare, purpose-built campus.



We are proud to be recognized as a leading school in the region that values innovation and strong ties to the Lao community.

Through the Years

VIS began as Vientiane Learning Center in 1991 near Wat Simuang by a volunteer group of expatriate families who wanted to form a school for their own children. The Government of the Lao PDR grants Letter of Authority, establishing VIS as a school under the auspices of the United Nations.





In 1992, VIS found additional classroom space at Swedish Guest House, home of the Swedish School. VIS took over facilities at the Swedish Guest House and operates two campuses in 1993. VIS moved to Ban Saphanthong Tai in 1995 and added Grade 9 to High School program as the first step in establishing a complete High School in 1996. In 2001, VIS receives dual accreditation from the Western Association of Schools and Colleges (WASC) and the European Council of International Schools (ECIS), now the Council of

International Schools (CIS). Offered distance learning for Grade 10 in 2002, added Grade 10 to the High School Program in 2003, added Grades 11 and 12 to complete the High School program in 2004, presented diplomas to the first two High School graduates in 2005 and breaks ground at new campus in Phonesavanh Road in 2006. In 2008, VIS received accreditation from the International Baccalaureate Organization to deliver Diploma Program. New purpose-built facilities completed. In 2009, VIS received accreditation from the International Baccalaureate Organization to deliver the Primary Years Program. VIS gains candidate status for the Middle Years Program. In 2010, VIS launched a new mission statement - Challenge, Inspire and Prepare Learners for Life. VIS received in 2011 full authorization from the International Baccalaureate Organization to deliver the Middle Years Program. VIS offers the first Phu Bia Mining Scholarship to a Lao student. VIS reaccredited by the Council of International Schools (CIS) and Western Association of Schools and Colleges (WASC) for ten years. VIS celebrates 20 Years 1991-2011. VIS opened its new Secondary Wing in 2012, offering more office space and upgraded teaching areas for Performing Arts, Design and Visual Arts. The new 8 lane, 25 m pool and fitness center was opened in 2013. Vientiane International School celebrated its 25th year in 2017 and redefined its mission and core values to challenge, inspire and empower. Elsa Donohue became the new Head of School in 2018. VIS holds a community-inclusive Clarity Summit and redefines Mission, Vision, Values and Learning Principles in 2019. VIS was recently re-accredited by CIS/WASC/IB following a rigorous synchronized Pathway Two process that engaged the school community in reflecting about its growth and development through the lens of wellbeing.

New IT platforms begin to be implemented. A task force representing all aspects of the VIS community is set up in order to rebrand the school. By the end of the school year new colors, [logo](#) and mascot is adopted and implementation begins. New signs are erected, the school begins to be repainted and VIS sports teams proudly wear the new mascot. New manuals are written to guide our actions concerning finance, child protection, student information, [VIS Learning Principles](#) and the IB Program - all based on the [VIS RoadMap](#). In 2020, New IT platforms are in place. Admissions, finance and student management systems are integrated and fully functional. VIS transitions to 100% online learning in March due to the global pandemic.

On February 2023, VIS celebrated the Campus Gateway Project Grand Opening. In a blend of traditional Laos architectural style with modern, sustainable design, the new VIS facilities offer: 1) A new multipurpose Performing Arts Center with a capacity of 366 pax. Retractable seats make the

space versatile for events and community gatherings; 2) An indoor Gymnasium with 2 full-size basketball courts, integrated into the sports hub (pool and soccer field); 3) A modern administration building and community areas. Click [HERE](#) to learn more about the VIS Campus Gateway Project.

Curriculum

VIS is an International Baccalaureate World School, fully authorized to offer the Primary Years, Middle Years, and Diploma Programs. In 2022, 100% of students who pursued the full diploma at VIS achieved it with an average score above the worldwide mean. Students study the arts, science, mathematics, and language acquisition and are exposed to various opportunities for expression and rigorous academic learning. The Home/Personal Language Program supports the development and maintenance of eight languages. With a transient rate of about 20% per year, the curriculum provides for a successful transition for all students. A co-curricular program includes sports, cultural studies, arts, and service. VIS offers support for students with mild learning difficulties. The school offers the SAT and students undertake the Measure of Academic Progress (MAP) and International Schools Assessment (ISA) annually. VIS is a member of the East Asia Regional Council of Schools (EARCOS) and the Mekong River International Schools Association (MRISA).



Technology

The benefits of effective use of Information and Communication Technology (ICT) in teaching and learning programs are widely recognized. VIS is committed to providing staff and students with tools and resources that enhance learning, and encouragement and support to embed ICT use. As global citizens, the use of ICT to communicate ideas and information is well understood. All of our community share a responsibility for modelling ethical and responsible use.

Technology is an integral part of learning at VIS. We have a ratio of one iPad for every two students in early years to grade one. Students from grades two to five are each issued an iPad through the VIS iPad Lease Agreement Program, with students from grades six to 12 having access to VIS laptops through the Laptop Lease Program. This provides for either a school-issued laptop or use of an owned laptop providing the owner agrees to VIS usage parameters.

Desktop computers are provided in some specialist classrooms including and an iMac Lab for Design. The library has a mix of iPads, Kindles, and laptops for student use.

Printers and scanners are provided across the campus. Printing is monitored and managed with the intent of reducing the amount of paper used by the school in line with the VIS's Vision to lead the way toward a sustainable future.

Classrooms are fitted with LCD projectors and/or smart TV's, portable speakers and secondary classrooms have interactive whiteboards. Along with scientific probes, calculators, cameras and other recording devices, students and staff can use ICT in a variety of ways to engage in the curriculum. All staff are encouraged to innovate and explore the use of devices within the learning program.

Arts, Athletics, & After School Activities

Vientiane International School offers opportunities to all ages of students to explore new interests, develop passions and practice their strengths in our school and community based co-curricular program (CCP). Our activities are chosen to offer a diverse set of experiences to develop students' unique potential. Throughout the school year's three rotations, students can engage in activities that include dance, community service and engagement activities, academics, sports and the arts.



These activities help prepare well-rounded, emotionally intelligent and interpersonally skilled students. One of the core values of VIS is balance. We are mindful that students have academic commitments and support students to pursue a balanced experience at VIS.



We embrace the unique passions and interests of our students, teachers and parents; our entire community of learners. For this reason, the program is always evolving. We welcome any feedback and ideas about ways that we can enhance the program.

Athletics

Vientiane International School offers a varied range of sports in its co-curricular program. The VIS dragons are involved locally in the Vientiane School Sports Association (VSSA) and internationally involved in MRISA. The core sports that VIS compete in are football, basketball, volleyball and swimming. Primary teams (G4 and G5) compete locally in the VSSA, while



junior teams (G6 to G8) and senior teams (G9 to G12) also compete internationally in MRISA.

The Vientiane School Sports Association (VSSA) was brought together by a group of international schools that wanted more organized sport for their school teams. The league currently has 8 participating schools playing over 3 age levels these schools include: Australian International School, Kiattisack International School, Vientiane Pattana School, Eastern Star School, Sengdara Bilingual School, Lycée Français Josué Hoffet, Panyathip International School and VIS.

Vientiane International School is proud to be a founding member of the Mekong River International Schools Association (MRISA). The association provides social connections and opportunities for friendly sport competitions and cultural exchanges for Secondary students (Grades 6 - 12) throughout the school year including;

- sports tournaments in volleyball, basketball and football
- an Arts Exchange
- a STEAM competition
- a Model United Nations (an academic simulations of the United Nations General Assembly)

In addition, associate members organize international swim meets for our competitive swim team. MRISA member schools include:

- Vientiane International School
- United Nations International School of Hanoi (Vietnam)
- Hanoi International School (Vietnam)
- Saigon South International School (Vietnam)
- International School of Phnom Penh (Cambodia)
- International School Eastern Seaboard (Thailand)



Co-Curricular Programs



CCP programs include sports, arts, academics, interest clubs, and an extensive variety of community-focused groups. VIS encourages all students to take advantage of the opportunities available to them within the VISa program. A wide range of experiences helps students prepare for the future in this ever-changing world. Universities are always in search of well-rounded, emotionally intelligent, and interpersonally skilled students. VIS is also mindful that students have various academic commitments and supports students to have

a balanced experience at school.

There are three CCP rotations per year.

1st Rotation
August to November

2nd Rotation
November to March

3rd Rotation
March to May



Administration & Faculty

1 Deputy Head for Finance and Operations, 1 Head of School, 2 Principals, 2 Vice-Principals, 49 Full-time Teachers, 2 Counselors, 4 Learning Inclusive Specialists, 2 Special Needs Coordinators, 26 Instructional Assistants, 1 Librarian, 1 Technology Integrations Manager. Of our faculty 15, are U.S. citizens, 2 are host-country nationals, and 37 are of third-country nationals.



Professional Development

About 2% of overall budget.

Governance

VIS is governed by a nine-person board of trustees, composed of parents attending the school. Board members are elected at the annual general meeting of the parent body. The U.S. Embassy has a non-voting representative on the board.



Academic Calendar

The academic year is 180 days, broken into two semesters. Semester 1 is from early August until late December. Semester 2 is from early January to early June. Lao National holidays are observed in addition to traditional international school breaks.

Secondary School Overview

As an IB World School, VIS develops the whole student and we empower, inspire and challenge learners to pursue pathways toward individual excellence by fostering agency, resilience, and innovation. We fulfill each learners' unique potential through providing exceptional teaching, a breadth of opportunities for learning and meaningful support for each student to help them achieve success. Grounded in standards, our curriculum is based around world-class education programs:

- The International Baccalaureate Middle Years Program (IBMYP) for Grades 6 to 10
- The International Baccalaureate Diploma Program (IBDP) for grades 11 and 12

Both programs provide a broad, balanced and globally recognized curriculum that ensures all learners have opportunities to develop interests and abilities no matter where their individual strengths may lie.

Another important aspect of learning at VIS is focused on sustainability and service learning. Our students engage in responsible action within their local, regional and global community in a variety of ways, often initiating their own projects based on personal passions and interests.

Our Experiential Learning program offers all Secondary School students annual opportunities to build relationships with one another and challenge themselves to take risks in diverse settings within Laos. The school's co-curricular program provides depth, richness and opportunities to put into practice all the skills students have learned throughout their educational experience.

Complementing our comprehensive curriculum, VIS has a rich advisory program focused on student wellbeing which includes social and emotional learning, approaches to learning skills, mental and physical health, and also builds community spirit. We also offer a wide-ranging co-curricular program. With sports, performing and visual arts, swimming, STEM and other clubs and activities, students have many opportunities to learn and grow beyond the classroom. Student athletes represent VIS in local and international sports leagues. Our campus is alive throughout the day, before and after school and on weekends.

We warmly invite you to explore our community and our program through these pages. If you are in Vientiane we encourage you to visit our beautiful and well equipped campus. We look forward to you joining us.



Follow Vientiane International School to Learn More



Campus

Our beautiful and expansive campus sits on a 5-hectare property and is designed to provide a safe, secure and welcoming learning environment for your child. It encompasses seven buildings that house over 50 classrooms including four science labs, performing arts and music practice rooms, black box theatre and a two-story state-of-the-art library media centre.



Beyond this our outdoor facilities include two covered, full-sized basketball courts, two perfectly green manicured sporting fields, early childhood and primary school playgrounds, fitness centre, 25 meter swimming pool, wading pool and a fully catered cafeteria which can seat up to 200 people.

Fast internet is provided throughout the campus and the school library is open from 7.30am – 4.00pm Monday to Friday and 9.00am to 1.00pm on Saturdays. VIS believes it is imperative that all children are provided access to technology to accentuate their learning abilities and foster their thirst for knowledge.

On February 2023 we celebrated the [Campus Gateway Project](#) grand opening. The VIS new facilities enabled novel spaces that expand the learning opportunities of our students and local communities. VIS new responsive building incorporates the arts and sustainability principles into an enhanced sports hub.

Location

Vientiane International School's lush green campus is located in Saphanthong Tai Village, only 2kms from the centre of Vientiane and 12kms from Wattay International Airport.

Laos, officially the Lao People's Democratic Republic, is a socialist state and the only landlocked country in Southeast Asia. At the heart of the Indochinese Peninsula, Laos is bordered by Myanmar and China to the northwest, Vietnam to the east, Cambodia to the southeast and Thailand to the west and southwest. Its capital and largest city is Vientiane.



Fast Facts

Year Established	1991
Accreditation Agency	CIS/WASC/IB
School type	coeducational, independent, nonprofit IB World School.
Language of Instruction	English
Total Enrollment	484
Primary School Enrollment	245
Secondary School Enrollment	239
Student to Teacher Ratio	8.3:1
Average Class Size	15 - 23 students
Student Age Range	3 – 18 years
Average % Home Country Nationals	27%
Student Nationalities	36
Number of Faculty	58
Faculty Nationalities	15 are U.S. citizens, 2 are host-country nationals, and 39 are third-country nationals.
Percentage of Annual Faculty Turnover	33.33% (SY 22-23)
Number of Board Trustees	9 Board of Trustees
Tuition (2020 - 2021)	US\$11,150 - \$25,680
Annual Operating Budget (2021-2022)	\$10 million

Application Instructions

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for the **Vientiane International School | Secondary Principal** search. She will be assisted by members of the ISS Leadership Search Team.

Interested candidates should apply through the ISS EDUrecruit portal, where you will be prompted to submit the following confidential materials by: [August 4, 2023 | 11:59 pm EST](#)

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential, supervisory references requests to your EDUrecruit profile from the last seven years, including one from your current post

Candidates New to ISS EDUrecruit, register for an account to apply for this position using this [link](#). *
To apply in EDUrecruit, click here: [Vientiane International School | Secondary Principal](#)

Candidates Already Registered with ISS EDUrecruit, log into your account [here](#). *
To apply in EDUrecruit, click here: [Vientiane International School | Secondary Principal](#)

*There is no fee to apply for this position. If you are interested in full candidate membership so all schools can access your profile, you can upgrade at any time for USD\$75. *

Applicants are encouraged to apply as early as possible, as International Schools Services (ISS) and Vientiane International School (VIS) reserve the right to close the selection process at any time. If you require any assistance with the portal or have any questions, please contact execsearch@iss.edu.

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. Our screening process is strongly committed to all aspects of child protection and safeguarding. Applications will be thoroughly and rigorously screened. International Schools Services (ISS) reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided, and we also reserve the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process. Hiring is contingent upon a successful background check.

ISS is committed to "Making a World of Difference" in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world. You can read more about our commitments [here](#).