

## Leadership Search



### Deputy Head of School for Operations and Finance Vientiane International School *Vientiane, Laos*

Application Deadline: June 30, 2022  
Start Date: August 2023

ISS is pleased to conduct this full search.  
Learn more how ISS works with search committees around the globe to fill leadership positions.  
[www.iss.edu/services/administrative-recruitment](http://www.iss.edu/services/administrative-recruitment)

## Position Overview

The Deputy Head of School for Operations and Finance is expected to demonstrate a thorough knowledge and understanding of all aspects of a school's operations and finances, from strategic visioning and planning to detailed systems development and legal compliance to ensure that the academic leadership is fully supported in delivering the mission of Vientiane International School.

The VIS Deputy Head of School for Operations and Finance would be responsible for the long-term financial and operational stability of the school as the pre-eminent educational institution in Laos as well as demonstrating leadership in terms of environmental sustainability for the school community.

The VIS Deputy Head of School for Operations and Finance is also expected to be actively engaged with the academic aspects of the school to ensure that the Leadership Team is fully supported in achieving the [Destiny Plans](#) of VIS, particularly with regards to all aspects of student and staff wellbeing.

## Financial Leadership

### Strategic Planning on Finance:

The Deputy Head of School for Operations and Finance is expected to assist the Head of School in developing long-range plans for the financial and operational aspects of the school including but not limited to:

- Capital Planning: use of the capital fund to expand, develop, renovate, and maintain the physical infrastructure of the school
- Manpower Planning: ensuring salaries and benefits remain sufficient to attract, retain, and develop both academic and non-academic staff in a competitive region
- Financial Planning: development of long-range plans for building reserves while keeping school fees competitive to attract families

### Financial Management:

The Deputy Head of School for Operations and Finance is expected to manage the financial affairs of the school in compliance with the policies and procedures set out in the current Financial Management Handbook and advising the Finance Committee when such policies and procedures need to be updated or amended, and be tasked with the following:

- Reporting to the Board, through the Finance Committee, on all financial matters including preparation of annual budgets, setting of fees, actual performance against budget, cash flow, taxation, and the preparation of annual accounts for audit
- Management of the Business Office team, including recruitment, training and evaluation of staff, systems development, and maintenance
- Executing key financial tasks such as preparation of monthly expatriate payroll, invoicing of tuition fees, following up on outstanding debtors, reconciling, and validating accounts prior to the audit etc.

## Operational Leadership

### Operational Management

- Ensuring that school buildings, grounds, VIS approved faculty housing and transportation services are maintained to the highest standard within specified budgets
- Coordinating and managing the design, implementation, and funding of new construction and renovation projects
- Ensuring that all school operations such as security, food services, transportation, and maintenance are functioning efficiently

### Risk Management

- Advising the Board on all Risk Management matters such as Data Protection, Health, and Safety etc. both in terms of Lao regulations but also international standards of best practice and leading the Data Protection and Health and Safety Teams
- Ensuring that school insurances are suitable and up to date to mitigate against risks
- Ensuring that VIS continues to provide a safe, secure, and healthy environment for staff and students and that all sectors of the community receive appropriate training

### Compliance and Legal Affairs

- Working with the school's legal advisors and auditors to ensure that the school is in legal and financial compliance regarding all contractual obligations
- Assisting the Head of School with disciplinary and contractual HR matters as needed
- Ensure that VIS is in compliance with all Lao tax, financial, reporting, and licensing regulations
- Coordinating the filing of tax returns and other legal matters relating to the 401K scheme for VIS US employees and to the Foundation of International Education in Laos, established in Delaware

### Reports to:

- Head of School

### In captainship for the following teams:

- Campus and Projects Manager in Facilities Department, Transport, Security and Risk Management
- Community Liaison Manager (Staff Housing, Campus Events, and use of Facilities)
- HR Manager
- Finance Manager and Business Office Team
- Food Services Contractor
- Deputy Senior Child Safeguarding Officer, Senior Data Protection Officer

- Child Safeguarding, Digital Leadership and Health & Safety Teams

### Academic & Professional Qualifications

- Graduated with recognized professional accounting qualifications (CPA, ACCA, MBA, or similar)
- 10 years' experience in operations and finance, with at least five years at a senior management level
- International experience gained preferably in an academic or hospitality industry environment comprising multicultural teams
- 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
- B.A./B.Sc. degree or equivalent

### 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.

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.

"Our COVID-19 Community Protection Plans" are developed and implemented. The campus successfully reopens in August. Most students return to school, but online learning remains an option. Student drop off and parking area were renovated. In 2021, We are pleased to announce the [Campus Gateway Project](#). This exciting project will modernize the entire campus with new centers for learning and renovations in both the primary and secondary schools

## Curriculum

VIS is an International Baccalaureate World School, fully authorized to offer the Primary Years, Middle Years, and Diploma Programs. In 2021, 95% of students who pursued the full diploma at VIS achieved it with an average score 3 points 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 Mother Tongue Program supports the development and maintenance of nine 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.



## Child Protection and Student Well-Being

VIS takes its responsibilities for child safeguarding and student/staff wellbeing very seriously. This focus is the basis for the deep-dive pathway into Wellbeing for the accreditation process that is currently underway. This is reflected in our vision for wellbeing@VIS.

At VIS we recognize that healthy social, emotional, and physical wellbeing is essential for all learners to reach their full potential. We therefore aim to embed a culture within our community in which every person feels valued and emotionally supported in a healthy, safe, and secure environment; has or can access tools to support their personal wellbeing; and is able and willing to support and respect the needs of others - a diverse culture that is equitable and inclusive, with justice at its core.

## DEIJ Commitment and Practices

VIS has embarked on a DEIJ journey of self-assessment and provocation. We are committed to building a “culture that celebrates diversity, that is equitable and inclusive, with justice at its core”. This is impacting various aspects of school life such as the design of facilities to ensure accessibility, signage, conversations, training, review, and formulation of policies etc.

## 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,



Kiettisack 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

VISa (Vientiane International School's Co Curricular Activities Program) offers an opportunity for students to pursue and explore areas of interest in a safe, secure environment. The VISa program is designed to be an extension to the school's main IB curriculum and strives to provide a broad range of activities that enhance the development of the whole child through active lifestyle choices, social interaction, leadership, and community involvement.

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

Head of School, Finance and Operations Manager, 52 Full-time Teachers, 2 Principals, 2 Counselors, 4 Learning Inclusive Specialists, 25 Instructional Assistants, 1 Technology Integrations Manager,, and 1 Head of School. Of our faculty 12, are U.S. citizens, 3 are host-country nationals, and 37 are of third-country nationals.



## Professional Development

During Non-Covid Time, 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.

## Campus

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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.

We are pleased to announce the [Campus Gateway Project](#). This exciting project will modernize the entire campus with new centers for learning and renovations in both the primary and secondary schools.

### Location

Vientiane International School's lush green campus is 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	444
Primary School Enrollment	176
Secondary School Enrollment	218
Student to Teacher Ratio	7.9:1
Average Class Size	15 - 23 students
Student Age Range	4 – 18 years
Average % Home Country Nationals	27%
Student Nationalities	36
Number of Faculty	52
Faculty Nationalities	12 are U.S. citizens, 3 are host-country nationals, and 37 are third-country nationals.
Percentage of Annual Faculty Turnover	13.9% (SY20-21) 15.6% (SY19-20)
Number of Board Trustees	9 Board of Trustees
Tuition (2020 - 2021)	US\$10,500 - \$24,140
Annual Operating Budget (2021-2022)	\$9.1 million

## Follow Vientiane International School to Learn More

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## Application Instructions

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Effective Date: August 2023

Application Deadline: [June 30, 2022](#)

Dr. Beth Pfannl, ISS Vice President, Global Recruitment, will serve as the lead consultant for Vientiane International School Deputy Head of School search. She will be assisted by members of the ISS Administrative Search Team.

### **Instructions for Former Candidates**

If you have a previous account with ISS-Schrole Advantage or the ISS Admin Search Team and have not yet logged into ISS EDUrecruit here is the [link](#) to get started! You will need to use the email address associated with your ISS-Schrole Advantage account or your ISS Administrative Search account to access your new ISS EDUrecruit account. You will be prompted to update your password and accept the Terms and Conditions.

Once you are logged in, please select the following link to apply to this position:

[Vientiane International School Deputy Head of School](#)

### **Instructions for New Candidates**

If you are a new candidate to ISS, here is the [link](#) to register for an account so you can apply to this search. You are not required to pay for your profile in order to apply for this position. However, if you are interested in the \$75 candidate membership option, you can upgrade to a full membership at any time.

Once you are logged in, please select the following link to apply to this position:

[Vientiane International School Deputy Head of School](#)

### **Instructions for ISS EDUrecruit Candidates**

If you already have an ISS EDUrecruit account, [here](#) is the link to login.

Once you are logged in, please select the following link to apply to this position:

[Vientiane International School Deputy Head of School](#)

ISS has had a longstanding commitment to diversity, equity, inclusion, and justice. One step is our ongoing journey toward more antiracist behavior and outcomes is the removal of photos from candidate profiles.

**Please DO NOT include photos on the CV and/or cover letter uploaded to your candidate profile. \*\***

Our considerations:

- International Schools Services (ISS) 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.
- International Schools Services (ISS) reserves 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.

Applicants are asked to apply as early as possible, as International Schools Services (ISS) and Vientiane International School reserve the right to close the selection process at any time.

**Be sure to use our new contact details if you require any assistance via this handy [form](#) – and remember, we are here to help you with any questions.**

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](#).