



Canadian International School of Phnom Penh

Job Description

Middle School & High School Principal

We invite applications from experienced, highly qualified candidates for the position of Middle School & High School (MSHS) Principal. The Principal is responsible for teaching and learning, organization, child safety and well-being, and the daily operations of the MSHS at CIS.

Responsibilities

- Implement CIS policies and promote the school's mission, vision and values
- Build strong relationships with teachers, parents, staff and administrators
- Contribute to the Leadership Team and Senior Leadership Team
- Lead the teaching and learning program, including the actualization of school-wide goals, within the MSHS
- Supervise, manage, and evaluate MSHS teaching staff while providing constructive feedback to improve teaching and learning and school culture
- Assist in the recruitment and placement of MSHS teachers in collaboration with the Head of School
- Lead planning of professional development programs for MSHS teachers and contribute to whole-school professional development planning
- Supervision and oversight of the IBDP programme
- Supervision of the IBDP coordinator
- Development and administration of Administrative Policies and procedures for the IBDP Programme and Alberta program
- Build collaborative relationships with students, staff and parents
- Take collaborative responsibility for school initiatives as a team player
- Practice positive behaviour supports for students
- Implement and lead systems to collect and analyze student achievement data, including standardized assessments, resulting in informed curriculum planning and delivery in collaboration with the curriculum coordinator
- Lead the Student Support Team in the MSHS to maximize student learning for all students
- Oversee and develop rich co-curricular and extra-curricular activity programs to provide students with a diverse range of learning opportunities
- Bring a student-centered culture of excellence to the MSHS
- Support and work collaboratively with other school leaders to help lead whole school growth and development
- Coordinate Experience Week trips
- Prepare and manage the MSHS annual budget
- Attend meetings of the Board of Directors
- Perform other duties as assigned by the Head of School

Qualifications and Experience

- Master's degree in educational leadership
- Alberta [Permanent Professional Certification \(PPC\)](#) or [Interim Professional Certification \(IPC\)](#) or ability to secure either certification
- At least 10 years of teaching/ leadership experience, in an international school setting
- Proven experience as a successful principal or vice principal at the secondary level
- IB educator or leadership certification an asset

Knowledge, Competencies and Attributes

- Knowledge of IBDP Rules, regulations, and guidelines to support the programme

- Knowledge and understanding of IBDP standards and Practices
- Knowledge of Alberta Middle School and High School Curriculum
- Builds positive working relationships with members of the school community and local community
- Engages in career-long professional learning and ongoing critical reflection to identify opportunities for improving leadership, teaching and learning
- Collaborates with the school community to create and implement a shared vision for student success, engagement, learning and well-being
- Nurtures and sustains a culture that supports evidence-informed teaching and learning
- Ensures that every student has access to quality teaching and optimum learning experiences
- Provides opportunities for members of the school community to develop leadership capacity and to support others in fulfilling their educational roles
- Effectively directs operations and manages resources
- Understands and appropriately responds to the political, social, economic, legal and cultural contexts impacting the school
- Committed to building a cohesive school community, and fostering a welcoming, safe, caring, respectful school environment

Child Safeguarding

CIS is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to fulfill their role in promoting and safeguarding the welfare of all students in the school by:

- Undertaking regular professional development on child protection and safeguarding
- Signing a Staff Code of Conduct
- Reporting to the Designated Safeguarding Lead any concerns they have for the welfare of a student

All offers of employment are subject to reference checks, social media checks and a criminal record check.

Compensation and Benefits

A competitive salary will be offered commensurate with experience and qualifications.

Application Instructions

Please apply via Search Associates. The successful applicant will be required to gain certification through the province of Alberta, Canada. QTS, Canadian teacher license or the equivalent is required. Please review this information prior to applying.