

**Note: SNA is an IB PYP and DP candidate school, and as such, seeks candidates immediately who can join us in preparing for our authorization in 2020.**

**Job Description: High School IBDP and MYP Teachers at International Schools of North America, Saigon, Vietnam**

**Direct Supervisor:** Relevant IB MYP/DP coordinator and High School Vice Principal

**Position Overview:** Position will consist of a full-time assignment teaching Middle School MYP and/or High School DP students.

**Qualifications:**

- BSc or BA (Honors candidates only, not ordinary), **mandatory**.
- Secondary license or certification for teaching, e.g. PGCE, PGCEi or similar, **mandatory**.
- Master's degree in Education, **preferred**.

**Skills, experience and responsibilities required:**

- Ability to communicate effectively with students, parents, teachers and others
- Positive attitude.
- Growth mindset.
- Strong EQ.
- Ability to differentiate instruction for all learners.
- Ability to participate in and establish collaborative structures.
- Proven ability to develop successful academic programs.
- Recent and relevant professional development in teaching and learning.
- Experience using Backwards by Design to develop learning units preferred
- Proven ability to work in a multi-cultural environment.
- Experience working in an IB Diploma school is a bonus.
- Ability to offer extra-curricular activities
- Communicate and liaise on a regular basis with fellow team department/grade members with regards to planning, assessment, parent and community contact, subject organization and classroom issues such including discipline, expectations and routines.
- Communicate and liaise with other school colleagues in an effort to promote and social and emotional awareness.
- Take an active role in behavioral management and pastoral care of class groups.
- Attend and constructively contribute in staff meetings.
- Assist in supervision of student breaks when required.
- Coordinate class activities as deemed necessary.
- Maintain up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents
- Establish links with the parent community to ensure that parents are kept well informed about student progress
- Assist, as required, in the development of social and emotional curricular materials.

- Act as a resource/contact/support for new staff members (i.e. curriculum, schedules, procedures).
- Participate in and assist with school events as required.