



## Position Description: Assistant Principal-DP

(Start Date ~July 22, 2024)

**Cebu International School (CIS)** is a progressive, multi-cultural, self-perpetuating, board-governed, day and boarding school (Early Years – Grade 12) that is conveniently located in the leafy suburbs of Cebu City, central Philippines. We have a diverse population of approximately 235 students (~330 prior to the pandemic), with 27 different nationalities represented in our student body. Our faculty is similarly diverse, with our faculty coming from 13 different countries.

**CIS offers** the prestigious *International Baccalaureate (IB) Primary Years Programme (PYP)* in EY-G5, the *IB Middle Years Programme (MYP)* in G6-10, and the *IB Diploma Programme (DP)* in G11-12. CIS was the first IB Continuum school in the Philippines (offering all three IB academic programs) and will be celebrating our centenary in SY2024/25!



The IB philosophies are infused throughout the programs and are exemplified by the IB Learner Profile (see diagram to the left), which identifies 10 attributes that are explicitly promoted to *develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world (IB LP 2006)*. The school is an active proponent of 21<sup>st</sup> Century learning methodologies, and makes

efficacious use of technology, utilizing a 1:1 BYOD program for students in grades 5-12, and school computers, Chromebooks, and iPads in EY-Grade 4.

**CIS boasts a well-resourced campus** with modern facilities, including spacious air-conditioned classrooms, makerspace lab, roof-top covered gym, Dragon's Dome multi-purpose gym/climbing wall/event hall, swimming pool, dance studio, kitchen, specialist science labs, a large grass field, two ES playgrounds, and a state-of-the-art 40-bed student residence.

**Cebu City** is the second largest city in the Philippines and has the fastest growing economy. It is the oldest city and the first capital, and is considered the tourism gateway for central and southern Philippines, making it a highly accessible location. Livability is cited as an integral part of economic development, and despite the media portraying some areas of the Philippines as unsettled, Cebu has one of the best records for peace and order in the country. There are approximately 1 million people in Cebu City and 3.85 million in the province.

### The Opportunity:

CIS is seeking a suitably qualified and ideally experienced **Teachers** to teach in our **IB PYP, MYP and DP** programs.

The appointment provides competitive salary, terms, conditions, and benefits commensurate with the applicant's qualifications and experience, and on par with other similar quality international schools our size and character in the region.

### Required and Preferred Qualifications & Experiences

- Two+ years of teaching experience with appropriate educational qualifications for the position sought (**required**)
- Adaptable and flexible (especially in times of stress), with outstanding interpersonal skills (**required**)
- Knowledge of, and experience with, remote and hybrid learning (**preferred**), and a willingness to use and promote the use of EdTech best practices as outlined by the [ISTE standards for educator leaders](#) (**required**)
- Professional proficiency in written and oral English, with intelligent communications skills (**required**)
- A positive, pro-active, reliable, and collaborative nature with strong organizational skills (**required**)
- The ability to think and act under pressure, while maintaining a sense of presence and humor (**required**)
- Successful IB World School experience with IB training and international school experience (**preferred**).

*Note: Please do not apply if you do not have the **required** qualifications or experience, as your application will not be considered.*



### CIS Vision

*CIS challenges students to be globally engaged, positive contributors in a competitive, changing world.*

### CIS Mission

*...to create a collaborative, challenging, and nurturing school environment that involves community members, in order to provide a contemporary international education, which develops the unique potential of all students to contribute to a better world.*

**The ideal candidate** enjoys working with people and has a personality reflecting the demands of the education profession (e.g., patience, understanding, care, etc.). He or she will possess a high level of knowledge of instructional supervision and curriculum development, a thoughtful understanding of 21<sup>st</sup> century learning with purposeful use of technology, and well-developed leadership skills based on mutual respect towards student learning and collegial well-being.

*CIS seeks to appoint and retain faculty who demonstrate a commitment to being vocational and professional.* We understand this to mean faculty who:

- are expert and specialized in their field
- are up-to-date with the research in their field
- are committed to their students and profession
- have high standards of work and professional ethics
- are prepared to contribute to the education of our students in a broad, holistic manner
- are committed to personally developing the attributes of the IB Learner Profile in their personal lives, so as to be a worthy role-model of the LP attributes for the community.



**Applicants:** Please peruse our website (<http://www.cis.edu.ph/>) to familiarize yourself with CIS, and if you fit the desired profile, complete our **online application form** on the [Join >> Careers page](#). Please note you will be asked to submit the following:

1. A letter of application (in English and no longer than two pages) **including** reasons why you wish to apply to CIS and a brief summary of your educational philosophy.
2. Your resume outlining qualifications and relevant experiences, **complete with dates** (months and years), and the names and contact details of **three** professional referees.

Notes:

- **Please follow instructions and include everything asked for to ensure your application is complete.**
- Supporting copies of degrees are not required at this stage; written open references are optional.
- Please be aware just sending a notification expressing interest via recruiting sites will result in a delay for your application to be viewed and possibly overlooked. To avoid this, apply as instructed above.
- After submission, you will receive a notification email acknowledging receipt of your online application. Please contact Ms. Dina Delgado, HR Manager ([ddelgado@cis.edu.ph](mailto:ddelgado@cis.edu.ph)) and copy Dr. Gwyn Underwood, Superintendent ([gunderwood@cis.edu.ph](mailto:gunderwood@cis.edu.ph)) if you have any difficulties with the online application system. (Do not send your application to this email in addition to the online form unless you do not receive a notification email.)

**Applications should be sent as soon as possible, but at least by 1 December 2023.** Longlisted candidates will be contacted for a short follow-up video submission, and shortlisted candidates interviewed in person or via video chat. *The deadline for applications may be extended if we require a larger candidate pool, however, please note that CIS intends to appoint the ideal candidate as soon as they are found, so be sure to submit your application as soon as possible to ensure consideration.*

**CIS actively supports ethical and safe child protection recruiting practices.**

*Please be advised CIS will always carry out background checks and will require police clearance certificates from all successful candidates*

**CIS is an anti-racist school that seeks internationally minded faculty to learn together in a diverse, equitable, inclusive, and just environment.**

# ***We look forward to hearing from you!***

