



Position Description: Teacher

(Start Date ~July 21, 2025)

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 240 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 are celebrating our centenary this school year!



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 21st 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 suitably qualified and ideally experienced **Teachers** to teach in our **IB PYP, MYP and DP** programs.

The appointment provides a 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

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

- 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**)
- Professional proficiency in written and oral English, with intelligent communication skills (**required**)
- A positive, proactive, 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**).
- 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**)



CIS Purpose Statement

CIS empowers life-long learners in a caring environment that promotes intercultural understanding and respect. Together, we adapt, innovate, and proactively contribute to a changing world.

CIS Core Beliefs (2024)	Cebu International School
1. Learning is a joyful, creative, and open-ended exploration. • We use <i>intentional</i> concept-based inquiry.	
2. Everyone has potential that can be nurtured and developed. • We all (students, parents, faculty, staff) strive to develop our potential socially, physically, and academically.	
3. Collaboration, reflection, and innovation are essential for learning. • We communicate, contribute, and reflect to learn using innovative practices and approaches.	
4. As global citizens, we respect, value, and advocate for diversity and belonging. • We value diversity and respect for self, others, learning, environment, and leadership/authority (the CIS "Five Respects").	
5. Meaningful learning leads to responsible action. • We participate in service learning and sustainable environmental stewardship through naturally developed actions that result from meaningful learning, not just by adding deeds to topics.	
6. As an IB Continuum World School, the Learner Profile attributes and Approaches to Learning skills are embedded in all that we think, say, and do.	

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 BDEIJ Statement: At Cebu International School (CIS), we are committed to fostering a diverse, equitable, inclusive, and just community where belonging is foundational to our interactions and actions. Guided by our school-wide "Five Respects" framework, we strive to cultivate an environment where every community member is valued and heard. These principles align with our mission to provide a challenging, collaborative, and nurturing contemporary international education that engages all community members.

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 21st-century learning with purposeful use of technology, and well-developed leadership skills based on mutual respect toward 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 that 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), and copy Dr. Gwyn Underwood, Superintendent (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.)

A deadline is required in the APLi system, and the search may be extended if a larger candidate pool is required, however, please note that **applications are processed on a rolling basis until the position is filled by the ideal candidate, so applications should be sent as soon as possible to ensure consideration.**

Applicants will be notified upon submission, with longlisted candidates contacted for further follow-up, and shortlisted candidates selected for interviews via video chat. Those applying through APLi will receive a notification if they are not selected, however, due to the large number of applicants we typically receive, those applying via the CIS Website will only be contacted should they make long or short lists. If you have not heard back within 10 working days of applying, we sincerely thank you for applying and appreciate your interest in CIS, but for that search at least, please take the non-notification as an indication that you have not made the long list, and we wish you all the best for a successful search.

We look forward to hearing from you!

