



Canadian International School of Phnom Penh  
Job Posting

**Middle School and High School Principal**

**Position Summary**

The principal is responsible for teaching and learning, organization, child safety and well-being, and the daily operations of the Middle School and High School (MH), Grades 6-12.

**Responsibilities**

- Implement CIS policies and promote the school's purpose and values
- Set a reliable example in terms of pedagogy, practice and professionalism
- Work as part of the Senior Leadership Team to ensure the implementation of a coherent framework that addresses:
  - collective purpose and direction of the school
  - collaborative school culture and school-wide growth mindset
  - internal and external accountability mechanisms
  - clarity of learning goals, precision of pedagogy, capacity-building and the deepening of student learning
- Guide and support the IB Diploma Programme (IBDP) in collaboration with the IBDP Coordinator
- Build productive and collaborative relationships with senior leaders, students, staff and parents
- Lead the teaching and learning program in MH, including the actualization of school-wide goals, within MH
- Oversee standardized assessments, including IBDP exams and Alberta Diploma exams
- Strengthen the school's academic counselling program with a view to supporting student acceptances to top universities worldwide
- Work with and provide support and guidance to teaching teams
- Create an effective distributed leadership structure that empowers all staff in MH to sustain a school culture where learning is visible and valued at all levels
- Build a strong commitment to improving literacy and numeracy outcomes for all learners
- Supervise, manage, and evaluate teaching staff while providing constructive feedback to improve teaching and learning and school culture
- Assist in the recruitment and placement of MH teachers in collaboration with the Head of School
- Create timetables and assign duties for MH staff
- Lead planning of professional development programs for MH staff and contribute to whole-school professional development
- Utilize positive behaviour supports for students and employ a trauma-informed approach
- Manage and oversee student conduct matters, employing proactive approaches to reducing misconduct
- 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
- Collaborate with the School Data Coordinator to ensure that student data and schedules are prepared on time and in accordance with the needs of Alberta Education

- Work with the Student Services Team to direct the supports provided to the MH students, in order to maximize the learning and well-being of all students
- Collaborate with the Athletics and Student Activities Director to continue to build to a comprehensive program of clubs, athletics and swimming activities for students
- Support teachers in integrating global citizenship and intercultural learning into their practice and the student experience
- Coordinate and direct the evaluation of student progress and achievement, and the provision of regular reports to parents
- Contribute to parent communications, such as the newsletter and regular Parent-Teacher Interviews
- Prepare and manage the MH 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 education or educational leadership
- Alberta Teacher Certification or the ability to secure certification
- At least 10 years of teaching experience, preferably in an Alberta high school setting
- Proven experience as a successful principal or vice principal at the MH level
- IB educator or leadership certification an asset
- Experience living and working in high-context cultures an asset

### **Knowledge, Competencies and Attributes**

- Knowledge of the Alberta curricula and, ideally, the IBDP framework
- 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
- Able to effectively engage with parents, teachers and students across cultures
- Genuine commitment to a student-centred approach, including the foundational importance of well-being
- Nurtures and sustains a culture that supports evidence-informed teaching and learning
- Inspired to engage with current educational practices, strategies and leadership processes
- 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 Elementary School Principal will be required to fulfill their role in promoting and safeguarding the welfare of all students in the school by:

- attending regular professional development child protection and safeguarding programs and signing a Code of Conduct
- reporting to the Designated or Deputy Safeguarding Lead any concerns they have for the welfare of a student