

CANADIAN INTERNATIONAL SCHOOL

BRIEF FOR THE POSITION OF THE HIGH SCHOOL PRINCIPAL

Starting Date: End of July, 2025

Application Closing: January 15, 2025



CANADIAN
INTERNATIONAL
SCHOOL
Bangalore, INDIA





VISION

The Canadian International School community strives to nurture, challenge and empower learners who impact a remarkable and sustainable future.



MISSION

Canadian International School places students at the centre of learning, creating opportunities to be reflective, adaptive, and inclusive that leads them to become socially responsible and dedicated voices for positive change.



DEFINITION OF LEARNING

Learning at CIS is a transformative process that leads to conceptual understanding, demonstration of competencies through application, and character development as seen through the CIS Core Values.

CORE VALUES



OUR MOTTO

NURTURE | CHALLENGE | EMPOWER



OUR SCHOOL COMMUNITY

Canadian International School embraces growth mindset research and approaches to learning with the belief that intelligence is not fixed and predetermined. We can all grow more intelligent across a wide range of disciplines through hard work, reflection, and effort. We appreciate that our students are unique and may pursue their own paths in life. At CIS, we nurture, challenge, and empower all of our students to be successful in whatever they choose to do. With this in mind, our admissions process focuses on students who strive to grow and learn, regardless of their current academic standing.

OUR CAMPUS

The Canadian International School (CIS) provides a pre-kindergarten to Grade 12 education for families in Bangalore. We seek to nurture and support children to be self-motivated and responsible learners who engage with the world through the development of conceptual understandings, competencies, and character development to contribute to the world around them.

Founded in 1996, CIS uncovers learning through international curricula that appropriately challenges all aspects of student learning. The CIS community defines learning as, “a transformative process that leads to conceptual understanding, demonstration of competencies through application, and character development as seen through the CIS Core Values.” We live and breathe our definition of learning every day!

CIS Bangalore is the 1st IB DP school in Bangalore, the 1st 1:1 iPad school in South India, the 1st school in India to operate 100% on solar power and recently, we became the 1st Apple Distinguished School in India - accredited by Apple Inc for innovation and integration of technology in education.



OUR STUDENTS

CIS students are at the heart of everything we do. Our secondary students come from more than 37 nationalities and from all over India. The CIS elementary school students strive towards and are regularly recognized for their efforts towards “Caring, Inspiration, Integrity, Joy and Respect”, our Five Core Values. CIS elementary students are amazingly accepting of all as new classmates from around the world.

Our EAL program supports the wide variety of multilingual learners that come through our gates every day in each and every classroom, and in daily world language classes. Our students also enjoy exploring the Arts with regular Art, Drama, and Music classes along with Physical Education and wide-ranging after school activities, often chosen by students. In short, CIS elementary students are among the warmest and welcoming students you will find in any international school!

OUR FACULTY

Canadian International School attracts and supports a wide range of educators from around the world. Our dedicated, certified faculty from India and around the globe work collaboratively and strive towards developing collective efficacy.

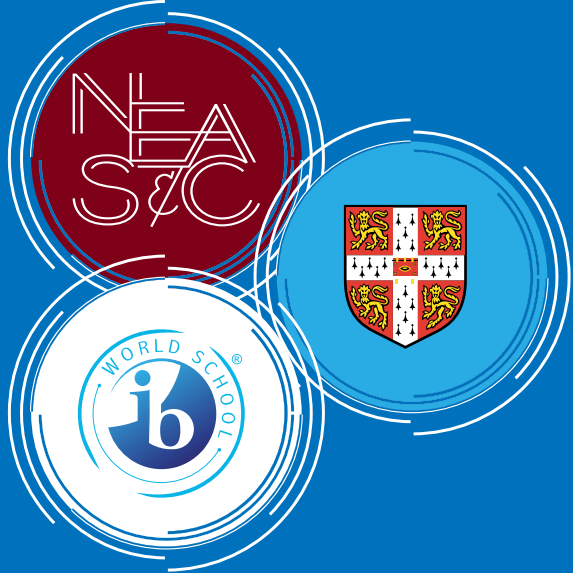
At CIS, all teachers are learners. We place a high value on continued personal and team growth towards our school wide goals and developing collective efficacy in our classrooms, on our teams, in our divisions and across our school. Regular on campus and on site professional development occurs regularly throughout the year to support all our faculty's growth.

OUR COMMUNITY

CIS, Bangalore is a diverse community of students, families, faculty, and staff from over 40 nationalities. Our community has a deep appreciation for each other's cultures and languages, and especially of our rich host country culture of India!

At CIS, we value student and parent voice and include, accept, and celebrate a wide variety of approaches to life. We know that we are stronger as a community because of our diversity and the strong, long-lasting relationships we make with each other that span the globe. We strive to support students to be active, responsible agents in their own learning.





RECOGNITION

The School has been accredited by the New England Association of Schools and Colleges (NEASC) since 2010. CIS is also the first school in Bangalore authorized by the International Baccalaureate Organisation for the Diploma Program since 2000.

CURRICULUM

CIS utilizes the Cambridge curriculum from grade Kindergarten to Grade 10. We offer the IGCSE curriculum in Grades 9 and 10. Students may then opt for the International Baccalaureate Diploma in grades 11 and 12, pursue IB certificates along with the accredited CIS Diploma, or the CIS diploma by itself. On completion of Grade 12, successful candidates receive the International Baccalaureate Diploma and the Canadian International School High School Diploma. As a fully accredited school by NEASC (2010), our CIS high school diploma may serve as a valid passport for application to any university worldwide.

Integration of technology is an important part of our teaching program. All high school students use their own laptops or iPads for learning on campus backed by a state of the art high speed server/WIFI system fully

integrated throughout the campus. CIS is a cell phone free campus. The school follows a semester schedule with progress reporting twice a year. There are around 170 students in the IB program this year including 84 students in the graduating class.

EXPERIENTIAL LEARNING

Our K-12 Experiential Learning (EL) program fosters personal and academic growth through exploring concepts from classes in real world applications. Classroom concepts and competencies are brought to life through on-campus activities, day trips, and longer, week-long excursions; students grow personally and academically as they engage with global and local issues, meet new people, discover new places, and explore ideas beyond the classroom.

Through the framework of our core values (Caring, Inspiration, Integrity, Joy, Respect) and student reflections, the program adds a powerful piece to the growth of the whole-child. The EL program develops a spirit of service and contribution along with challenging students to be independent thinkers capable of designing their own future.



STUDENT SUPPORT AT CIS

CIS has an incredibly progressive approach to Multilingual learning, with a dedicated EAL teacher for each grade 1-10. We are seminal members of the MLRC and provide action research to the consortium each year. Our EAL co-teachers support English language learners through in-class push in co-teaching and “English as a World Language” classes when other grade level students participate in World Language options, including French, Hindi, Mandarin Chinese, and Spanish. CIS also has a rich “home language” program for home language speakers across an array of languages. Our Student Support Team (SST) works with students across the school through an RTI type model that supports students in classes. In addition, the Student Support Team supports students with greater needs through writing and implementing IEPs with faculty and families. CIS has three pastoral counselors in elementary, middle, and high school who nurture all students through the development of advisory programs, 1:1 and small group counseling support, and family workshops throughout the year.

BOARDING

Approximately 10% of our secondary students are boarders who enjoy a wide array of social and academic support throughout the week. The CIS boarding facility may host up to 120 students with just over 50% occupancy. A significant portion of our boarding students return home on weekends, and all return to families during longer holidays. Our boarding team consists of a boarding and events coordinator, a boarding pastoral care counselor, a boarding nurse and three additional boarding “parents” who nurture, challenge and empower our boarding students after school hours.

COLLEGE GUIDANCE AT CIS

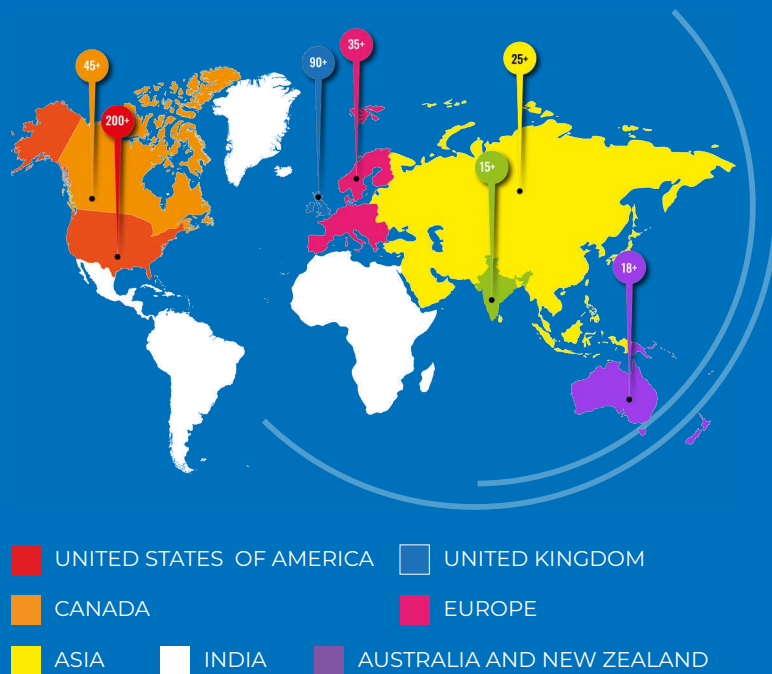
At CIS, we focus on developing well-rounded individuals with university preparation at the core of our academic and extracurricular programs. Our guidance counselors play a vital role in supporting students and families throughout their educational journey. Alongside our rigorous IB Diploma Program for Grades 11 & 12, the CIS diploma is recognized by top universities and colleges worldwide.

CIS counselors work closely with each student and family to understand their goals and help plan for their future, guiding them from Grade 9 until they gain acceptance into their chosen university. We host college and university fairs featuring top schools from North America, Europe, the UK, Asia, and Oceania, bringing representatives from leading institutions worldwide to meet directly with our students and families.

CIS STUDENTS ACCEPTED

AT UNIVERSITIES AROUND THE WORLD

CIS students aspire to study at renowned universities all over the world. The years spent at CIS prepare them well and equip them with all the skills required to not just reach these universities, but to thrive once there. Today's world offers students numerous choices by way of programs and destinations. At CIS, we are proud to support students in their journeys to the universities of their choice and celebrate their accomplishments as they spread their wings and soar high.



THE HIGH SCHOOL PRINCIPAL POSITION

The High School Principal is a senior level leadership position who reports directly to the Head of School. A member of the Leadership Team (LT), the High School Principal shares responsibility for schoolwide (PK-12) decision making. The High School Principal leads the high school faculty and students to strive for the most engaging learning environment to challenge students and adults in their conceptual understanding, the demonstration of competencies through application, and character development as seen through the CIS Core Values.

She/He is responsible for leading the co-creation of exemplary academic and pastoral care programs via curriculum formation, educator growth and development, program assessment, and proper resourcing through budgetary acumen to bring these programs and experiences to life. The continuance of this ecosystem should be rooted in a deep understanding of student and family needs beyond K-12 education. CIS follows the Cambridge IGCSE for Grades 9-10 and the IB Diploma Program, so a deep understanding of the IB Diploma program, experience as a secondary school leader is required, and preferably having taught in the Diploma Program.

NURTURING, CHALLENGING AND EMPOWERING STUDENTS

- Inspire the belief and practice that all students can and will succeed;
- Oversee curriculum development for Grades 9-12 with the Head of Learning, Head of School and Coordinators anchored to the School's Guiding Statements and Strategic Plans;
- Cultivate active student agency through opportunities for students to develop self-awareness of their learning trajectory
- Systematically evaluate high school programs inclusive of student voice;
- Create a diverse, equitable, and inclusive learning environment for all students.
- Collaborate with the Student Support Team to meet the needs of learners at CIS;
- Contribute to updates of Student Support policies and procedures that foster a safe, inclusive, and equitable learning environment for all students;
- Understand and assess the instructional environments across all grade levels for on campus and digital learning;
- Implement and evaluate child safeguarding (curriculum, policy and pastoral care) during advisory rooted in contemporary SEL practices and curriculum;
- Support an environment of Joy with and support our Boarding Students.

NURTURING CHALLENGING AND EMPOWERING FACULTY AND STAFF

- Promote a Joyful culture of learning among faculty including: mutual support towards goals, collaborative teaching practices (especially with EAL/LS teachers) and a culture of contribution;
- Inspire and encourage teachers to improve academic and personal growth from year to year through recognizing teacher contributions and promoting professional development opportunities;
- Seek consensus when possible and develop an environment of co-creation, shared responsibility, and distributive leadership with and among faculty;
- Foster a culture of inquiry-based learning among the faculty;
- Develop capacity and consistent understanding of assessment for, of, and as learning;
- Assess annual faculty needs for classrooms, specialists, language teachers and substitute teachers to meet the needs of the high school;
- Recruit, retain, and support high quality educators for all high school programs;
- Establish mentoring programs for new teachers and teachers in need;
- Ensure the Integrity of policies and procedures through fair and consistent application;
- Manage and document staff leave, attendance, conduct, professionalism and the rewarding of achievements, supervision and professional development with the LT and HR;
- Advise the Head of School on employees not meeting their contractual agreement;
- Systematically evaluate high school programs inclusive of and faculty voice;
- Identify salient IT and digital practices, tech integration, technical needs, high school integration of technology and support the upskilling of HS faculty;

NURTURING, CHALLENGING AND EMPOWERING THE COMMUNITY

- Uphold and model the CIS Core Values of Caring, Inspiration, Integrity, Joy and Respect;
- Collaboratively establish clear learning objectives and outcomes aligned with the School's Guiding Principles and relevant curriculum with students, faculty, the Head of School and Head of Learning;
- Research and model best practices (related to school wide goals like metacognition and student agency) in various subject areas, recommending program development initiatives that will strengthen learner impact;

- Inspire a culture of collaboration, open communication, and shared responsibility with students, teachers, and families; Establish and promote high standards and expectations for all students, parents, and staff;
- Model and maintain the Integrity of school policy and procedures;
- Actively contribute to the School's accreditation process (NEASC ACE Protocol and IBDP Authorization process);
- Design, develop, delegate, and deliver wide ranging student and parent events and community workshops;
- Utilize the IT faculty, faculty, and IT department to identify important areas of growth for the school regarding online learning and digital resources;

NURTURING, CHALLENGING AND EMPOWERING THE LEADERSHIP TEAM:

- Contribute to and implement of the School's strategic planning;
- Actively contribute to dialogue, discussions and decisions with the Leadership Team and Extended Leadership Team;
- Seek consensus and input from LT members, to build perspective of the high school program in context with PK-Grade 8 learning;
- Liaise and work collaboratively with the College Guidance Team to develop the architecture necessary to support the unique and diverse needs of our students beyond their K-12 experience.
- With the LT, ensure that curricular planning and assessments are authentically implemented;
- Use data to support recommendations for improvement of curriculum and assessments;
- Plan, timeline, and prioritize acquisition of resources with LT;
- Develop, manage, and monitor budgets for: classroom resources and operations, stationery/photocopying, annual orders, all events addressing any shortfalls;
- Oversee the selection of instructional materials and equipment, approving all recommendations;
- Provide information for timetabling functions and assist with staff allocation and appointments;
- Ensure the management of systems including; student arrival and departure, school buses, cafeteria processes, and extracurricular activities;

NURTURING, CHALLENGING AND EMPOWERING ONESELF

- Bring a sense of curiosity and joy to the role
- Develop trust practices that include vulnerability, honesty, openness, benevolence, reliability and competence;

- Consciously place yourself out of your comfort zone to continue to learn and grow as a person, an educator and a leader
- Set goals aligned with the School's guiding Statements with a process for assessing one's growth over time
- Seek advice and input on decisions, directions and ideas for growth, both for oneself and the School;
- Be a leader of learning by being an active learner and seek opportunities for professional growth.

Any other activity/duty as may be deemed fit by the Head of School.

REQUIRED ACCOMPLISHMENTS

CIS requires all school leaders to be certified in school leadership; 5 years of experience as a building principal; IB Diploma experience as teacher and school leader, and a minimum of Masters Degree in Leadership.

As a school that has migrated from dual accreditation (CoIS and NEASC) to the single accreditation through the NEASC ACE protocol, those with experience with NEASC accreditation, and the ACE protocol specifically, are at an advantage.

PROCEDURE FOR FILING APPLICATION

Please read the following role description carefully and then send inquiries directly to **Dr. Ted Mockrish**, Head of School, hos@cisb.org.in and **Ms. Annie Eugene**, Senior Manager-HR at seniormanager-hr@cisb.org.in, Canadian International School.

Candidates should send the information listed below as a single pdf file attached to an email:

- A letter of interest, explaining your strengths as a candidate and how they align with leading the High School at CIS;
- A statement describing your leadership and educational philosophy, not to exceed one page;
- A current résumé not to exceed two pages including at least 3 direct supervisor references with accurate contact information.

The search will remain open until a successful candidate has accepted the role.

Please visit our website for more information

WWW.CANADIANINTERNATIONALSCHOOL.COM