

DIRECTOR OF TEACHING AND LEARNING SEARCH

SAIGON SOUTH INTERNATIONAL SCHOOL

Ho Chi Minh City, Vietnam

ssis.edu.vn

Start Date: July 2025



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission

Prepare students for global citizenship with a focus on intellectual and personal development.

Mission Statement

SSIS is a college preparatory school committed to the intellectual and personal development of each student in preparation for a purposeful life as a global citizen.

Core Values

Academic Excellence, Sense of Self, Respect for All, Balance in Life, Dedicated Service.

At a Glance



Established
1997



Enrollment
~1,500



Total faculty
170



Student-faculty ratio
9:1



Nationalities represented
in the student body
47



Nationalities represented in
the faculty
25



Faculty with advanced degrees
75%



Campus size
15 acres



Overview

“We are always looking at getting better,” commented a middle level leader about the faculty and staff at Saigon South International School (SSIS) in Vietnam. “Our students are mature, focused on their academic journey and inclusive of one another. We have the facilities, the resources, strong enrollment and a commitment to support intellectual and personal development. I can’t think of a better place to be.”

Carney Sandoe & Associates is partnering with Saigon South International School to offer a unique opportunity for a leadership position at a school “where people don’t want to leave.” SSIS is seeking a **Director of Teaching and Learning, to begin July 2025**. In spring 2024, the green, sprawling 50,000 sqm campus opened two new state-of-the-art facilities: a Middle School and a STEAM Design Center. These additions further SSIS’s mission to equip students with the skills needed for a rapidly changing future while allowing the school to contribute to advancing education in Vietnam. The Director of Teaching and Learning will be involved in building programs for these progressive facilities to ensure full use of space to inspire learning, collaboration, and growth.

SSIS is a not-for-profit entity of the Phu My Hung Corporation. It is fully accredited by the Western Association of Schools and Colleges. The school boasts nearly 1,500 students, from Early Childhood through Grade 12, on one single campus with projected expansion to 1,800 students in the next decade. It offers both the International Baccalaureate Diploma Programme and Advanced Placement courses for high school students.

The Director of Teaching and Learning will work in collaboration with leadership and faculty across the school to develop, analyze, articulate, and coordinate the teaching and learning program. This will include program development, professional development, accreditation, assessment, and data coordination. The leader will manage and provide support and guidance for the Teaching and Learning Office, including recommendations for continuing improvement and the monitoring of annual goals.



Reporting directly to the Head of School, the individual will partner with others to ensure the learning program is aligned with the school's mission and commitment to "the intellectual and personal development of each student in preparation for a purposeful life as a global citizen." (SSIS's mission).

Responsibilities

Supervise and Lead Program Development

- Oversee, evaluate, and support the alignment of program development including courses, standards, and structures.
- Oversee and ensure documentation and regular review of program processes, structures, and systems, including updating policies and procedures.
- Manage and coordinate all aspects of professional development including new faculty orientation, in-service week, and annual on-campus professional development events.
- Review and approve faculty professional development requests.
- Coordinate and present professional development events for faculty and staff. Collaborate with the Community Engagement Office and others to provide PD to external stakeholders as defined.

Leadership and Collaboration

- Supervise and support roles of Teaching and Learning Office members, including the Director of Student Development, Director of Behavioral Health Services, and Curriculum Coordinator, including coordination of annual goals.
- Lead Academic Leadership Team with managing and facilitating meetings, agendas, and communication.
- Contribute to and Participate in Senior Leadership Team meetings, discussions, and decisions.

Accreditation, Assessment, and Data Coordination

- Coordinate planning, documenting, and communicating all items related to accreditation processes including WASC.
- Manage and coordinate administration of external assessments, excluding AP and IB assessments.
- Manage, support, analyze, and present data interpretation sessions with all stakeholders to facilitate student decision-making and program understanding.
- Prepare necessary data-based reports for the Head of School, administration, and faculty.
- Maintain centralized and accessible data documents, platforms, or dashboards for stakeholders.



Administrative Leadership

- Manage and provide support, mentoring, and guidance for Teaching and Learning Office staff and monitor annual goals.
- Organize, coordinate, and evaluate office functions to support the overall school function.
- Oversee and manage the Teaching and Learning Office budget, including school memberships, subscriptions, and professional development.

Event and Calendar Leadership

- Lead and coordinate the creation of the annual school calendar.
- Lead and coordinate the creation of the annual event planning calendar.
- Lead and coordinate the creation of the professional development event and meeting calendar.

Opportunities and Challenges

Supervise and Lead Program Development

Advance teaching and learning priorities as informed by SSIS's Strategic Plan

Informed by the Strategic Plan and in partnership with the Head of School and Leadership Team, the Director will move strategic initiatives forward, including all school standards-based grading and reporting and program development related to the new STEAM Center. The individual will have a deep understanding of American based curriculum, and assessment practices and pedagogy to support the faculty in building capacity for continuous improvement. The Director of Teaching and Learning will relentlessly pursue improved learning and will lead efforts to collaboratively demonstrate improved student achievement and performance. The Director will ensure documentation and regular review of program processes, structures and systems, including WASC accreditation, in support of SSIS's Mission and Learning Principles.



Coordinate and Enhance Schoolwide Professional Capacity

The Director of Teaching and Learning will support the impressive faculty in making full use of their talents. The Director will facilitate the implementation of systems and processes to connect faculty and staff with high quality professional development by designing in-house learning opportunities and connecting the community with conferences, workshops, classes, and other resources. Included in this will be designing and leading new faculty orientation, in-service week, and annual on-campus professional development events that align with the strategic plan. The Director will also coordinate with the Community Events Office to provide professional learning events to the external community.

Support a Culture of Data Literacy for Continuous Improvement

The Director of Teaching and Learning will organize, analyze, and report on external and internal learning data as it relates to individual and group student performance and school improvement. The leader will have experience improving student learning results by working collaboratively to set goals based on data and to measure results using meaningful quantitative and qualitative metrics. The leader will continue leading data literacy internally and externally including the management of external assessments, preparing data-based reports, facilitating data interpretation sessions, and maintaining centralized and accessible data documents and platforms. The Director of Teaching and Learning will be pivotal in facilitating a culture of informed decision making and continuous improvement.

Provide Administrative Leadership, in Support of the SSIS Mission

Members of the Leadership Team and Teaching and Learning Office support each other as thought partners, coaches, sounding boards, and collaborators to promote SSIS's mission and values. Overseeing learning program initiatives across the school, the Director of Teaching and Learning will report to the Head of School and supervise the Curriculum Director, Director of Student Development, and Director of Behavioral Health Services and Support Staff. This is a position for a proven educational leader who can support, mentor, and inspire growth in others. The Director will lead the Academic Leadership Team and participate in Senior Leadership Team meetings and decisions.



Qualifications and Personal Attributes

Successful candidates will demonstrate most of the following qualifications and attributes:

- Proven EC-12 experience leading teacher teams, task forces, and committees at all levels;
- International experience of at least 5 years in a similar position;
- Considerable successful classroom teaching experience;
- Strong and deep understanding of American curriculum standards (whole school) and standards-based grading and reporting assessment practices;
- Deep understanding of current trends in STEAM;
- Experience using data for collaborative inquiry to set goals to drive continuous improvement of teaching and learning;
- Proven ability to engage, inspire, and support colleagues;
- Excellent organizational and multitasking skills;
- Advanced technology skills;
- A minimum of a Master's Degree (Curriculum and Assessment or a related field);
- Educational Leadership certification or equivalent, government-issued teaching certification in education;
- International experience of at least 5 years in a similar position.

The Director of Teaching and Learning will embody optimism and a growth mindset while being empathetic, caring, and confident, with strong emotional intelligence, energy, flexibility, and excellent listening and communication skills.

Learn More

Click on the links below to learn more about Saigon South International School.

[School Website](#)

[College Matriculations](#)

[SSIS Showcase Video](#)

[About Ho Chi Minh City, Vietnam](#)



To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- Statement of educational philosophy and practice;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Karen Neitzel

Senior Consultant

karen.neitzel@carneysandoe.com

Deborah Welch

Senior Consultant

deb.welch@carneysandoe.com