

Chiang Rai International School

496 Moo 5, Rimkok Sub-District,

Muang District, Chiang Rai, 57100

Tel: +66(0) 53 600-900

Fax: +66(0) 53 600-200



Mission: Chiang Rai International School (CRIS) aims to provide the highest quality education in a compassionate, safe and nurturing Christian environment. At Chiang Rai International School we strive at all times to promote: **C**onfidence **R**esponsibility **I**ntegrity **S**incerity

Vision: Chiang Rai International School (CRIS) was established in 2010. Our goal is to develop the whole child, intellectually, emotionally and physically, providing a solid foundation through Christian education for their life that will enable them to contribute to the local and international community with confidence, responsibility, integrity and sincerity.

Position

Director of Middle/High School Education

Position:	Director of Middle/High School Education	Status:	Full Time
Department:	Middle/High School	Salary Range:	Depends on Salary Scale placement
Application Deadline:	Until the Position is Filled	Starting Date:	July 14th 2025
Reports to:	Deputy Head of School	Initial Contract:	2 years

This position provides the opportunity of working at a WASC accredited international school, managing small class sizes, and teaching academically motivated students from diverse cultural backgrounds. CRIS provides a generous amount of planning time to allow teachers to prepare classes and monitor student progress. The successful candidate will be working collaboratively in a positive and supportive department with well-qualified professional colleagues.

Position Summary: The Director of Middle School/High School Education provides strategic leadership and administrative oversight for the Middle/High School division, fostering an environment of academic excellence, innovation, and cultural diversity. This role involves supervising curriculum delivery, managing faculty and staff, ensuring a supportive environment for students, and overseeing the administration of Advanced Placement (AP) courses and testing. The Director works collaboratively with the school leadership team, teachers, parents, and students to ensure the highest standards of academic excellence and student well-being.

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Qualifications

Required Skills and Qualifications:

- Master's degree in Education, Educational Leadership, or a related field.
- Minimum of 5 years of teaching experience at the middle/high school level.
- Minimum of 3 years of leadership experience in a middle or high school setting.
- Demonstrated knowledge of AP curriculum, testing protocols, and best practices in Middle and High School education.
- Experience in international school settings or multicultural environments is highly desirable.

Preferred Skills and Qualifications:

- Strong understanding of adolescent development and best practices for teaching and learning in grades 6-12.
- Proven ability to develop and implement effective academic programs, including AP courses.
- Familiarity with accreditation processes and standards.
- Proficiency in using educational technology to enhance learning and administration.
- Excellent interpersonal and communication skills, with the ability to engage and collaborate with diverse stakeholders.
- Strong organizational, problem-solving, and decision-making abilities.
- Experience with teacher evaluation, professional development, and mentoring.
- Knowledge of current educational trends and practices, including inquiry-based learning and differentiated instruction.
- Experience with professional development planning and mentoring teachers.

Major Job responsibilities:

Leadership and Administration

- Develop and implement a vision for excellence in Middle/High School education that aligns with the school's mission.
- Oversee curriculum development, implementation, and evaluation to ensure adherence to international educational standards.
- Recruit, mentor, and evaluate Middle/High school faculty and staff, fostering professional growth and collaboration.

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- Manage budgets, resources, and schedules for the Middle/High school division efficiently and effectively.
- Oversee the planning, delivery, and assessment of AP courses and programs.
- Ensure compliance with AP College Board guidelines and protocols for testing

Curriculum and Instruction

- Ensure a dynamic, student-centered curriculum that addresses diverse learning needs.
- Lead initiatives to integrate technology and innovative teaching strategies into the classroom.
- Promote innovative teaching practices that enhance student engagement and learning outcomes.
- Monitor student progress and implement data-driven strategies to improve academic outcomes.

Student Development

- Foster a safe, nurturing, and supportive environment for all students.
- Collaborate with counselors and advisors to support students' academic, social, and emotional well-being.
- Monitor and address student progress, attendance, and discipline.

Parent and Community Engagement

- Act as the primary liaison between the Middle/High School and the parent community.
- Communicate regularly with parents regarding student progress, curriculum updates, and school initiatives.
- Address and resolve student behavioral and academic concerns in partnership with teachers and parents.
- Foster partnerships with local and international organizations to enrich the educational experience

Administrative Duties

- Oversee the development and implementation of school policies and procedures related to Middle/High education.
- Ensure compliance with accreditation standards and participate in accreditation processes as required.
- Lead Middle/High school events, including parent-teacher conferences, assemblies, and open houses.

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Strategic Planning

- Collaborate with the Deputy Head of School and leadership team to align Middle/High education programs with the overall school strategy.
- Stay updated on educational research and trends, incorporating innovative practices into the Middle/High programs.
- Lead initiatives to enhance academic offerings and extracurricular opportunities for students.
- Develop strategies to prepare students for success in higher education and beyond.
- Regularly assess and adjust policies, procedures, and programs to meet evolving educational needs.