

Chiang Rai International School

496 Moo 5, Rimkok Sub-District,

Muang District, Chiang Rai, 57100

Tel: +66(0) 53 600-900

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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 Elementary Education*

Position:	Director of Elementary Education	Status:	Full Time
Department:	Elementary 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 Elementary Education provides strategic leadership and administrative oversight for the Elementary School division, fostering an environment of academic excellence, innovation, and cultural diversity. This role involves leading instructional programs, supporting teachers and staff, and ensuring the holistic development of students from Kindergarten to Grade 5. The Director collaborates with the school leadership team to align elementary education goals with the broader mission and vision of the school.

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Qualifications

Required Qualifications:

- Master's degree in Education, Educational Leadership, or a related field.
- Minimum of 5 years of teaching experience in elementary education.
- At least 3 years of leadership or administrative experience in a school setting.
- Strong knowledge of curriculum design, instructional strategies, and student assessment.
- Proven experience with curriculum development and implementation.
- Proficiency in using technology for education and administration
- Demonstrated ability to lead and inspire a diverse team.
- Ability to build positive relationships with students, parents, staff, and the community.

Preferred Qualifications:

- Experience in an international or multicultural school setting.
- Proficiency in integrating technology into educational practices.
- Knowledge of current educational trends and practices, including inquiry-based learning and differentiated instruction.
- Familiarity with international education systems and the common core and NGSS learning standards
- Familiarity with accreditation processes and standards.
- Strong organizational, problem-solving, and decision-making abilities.
- Experience with professional development planning and mentoring teachers.

Major Job Responsibilities

Leadership and Administration

- Develop and implement a vision for excellence in elementary 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 elementary school faculty and staff, fostering professional growth and collaboration.
- Manage budgets, resources, and schedules for the Elementary School division efficiently and effectively.

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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

- Promote the social, emotional, and physical well-being of elementary students through effective programs and policies in conjunction with the Student Services Department
- Collaborate with counselors and support staff to ensure a safe and nurturing learning environment.
- Support extracurricular and co-curricular activities that enhance the student experience.

Parent and Community Engagement

- Act as the primary liaison between the Elementary 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 elementary education.
- Ensure compliance with accreditation standards and participate in accreditation processes as required.
- Lead elementary school events, including parent-teacher conferences, assemblies, and open houses.

Strategic Planning and Vision

- Collaborate with the Deputy Head of School and leadership team to align elementary education programs with the overall school strategy.

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- Stay updated on educational research and trends, incorporating innovative practices into the elementary program.