

**AISVN** American International School Vietnam

RECRUITMENT GUIDE

AMERICAN INTERNATIONAL SCHOOL VIETNAM

Fully Accredited by
 **WASC**
ACCREDITING COMMISSION FOR SCHOOLS

 **CIS** ACCREDITED

 **IB**
INTERNATIONAL BACCALAUREATE



THE AISVN STORY



Located in Ho Chi Minh City, Vietnam, American International School Vietnam (AISVN) is an independent, co-educational Early Years Pre-K to 12 IB continuum school with around 1,300 students.

Founded in 2006, AISVN has evolved into a high quality IB School over the past 15 years, with an excellent reputation. The student body is 90% Vietnamese students which is seen as a strength at AISVN. The faculty is 95% international. The school is located to the south of Ho Chi Minh City on a beautiful purpose-built campus on 6.5 hectares. AISVN is a non-selective school offering PYP, MYP and DP programmes that provide academic rigor, and personal growth. The school was fully authorised as an IBDP school in 2010 and an IBPYP school in 2020. The school will be undergoing its authorisation visit for the IBMYP in October 2021. AISVN is fully accredited by CIS/WASC and will have its re-accreditation team evaluation visit in September 2021.

Accreditation/Affiliations

International Baccalaureate (IB)
Council of International School (CIS)
Western Association of Schools and Colleges (WASC)
East Asian Regional Council of Schools (EARCOS)

Curriculum

IB PYP, MYP & DP

KEY FACTS

Student population	Over 1,200 (90% Vietnamese)
Faculty	AISVN employs 122 faculty members. AISVN faculty are currently from the United States (49%), Canada (14%), Great Britain (11%) and Australia (8%). In total 18 different nationalities are represented in the teaching faculty and administration. The expatriate faculty serves alongside a Vietnamese faculty of 29 schoolwide.
Campus	Super suburban campus newly opened in 2014-2015
Average class size	15 - Early Years 20 - Grades 1-12
Maximum class size	18 - Early Years 22 - Elementary 24 - Secondary
Teacher-Student Ratio	1:7
Campus Capacity	3,000 students



STUDENTS

Teachers at AISVN routinely claim that the most compelling reason for working here is the engaging charm of our students.

- Over 90% Vietnamese
- College/university-bound, eager to study abroad
- Artistically inclined, athletically attuned, and academically motivated.

IB LEARNER PROFILE

As IB Learners we strive to be:

- Knowledgeable
- Inquirers
- Thinkers
- Principled
- Reflective
- Risk-takers
- Balanced
- Caring
- Open-minded
- Communicators



VISION

American International School Vietnam (AISVN) guides students to become global citizens and sustain their cultural heritage.

MISSION

AISVN empowers students to think critically and prepares them to be resilient and compassionate leaders, making the world a better place.



VIETNAMESE VALUES

FAMILY

Our school is an extension of our family which is a safe learning environment with adults and peers who welcome, support and care for us even when we make mistakes.

EDUCATION

We acquire knowledge, skills and attitudes that enhance our understanding of ourselves and our world.

RESPECT

We respect ourselves and others and see value in everyone through our actions, words and relationships.

PERSONAL RESPONSIBILITY

We understand our role and we take responsibility for our actions and choices.

LEARNING PRINCIPLES

At AISVN the following principles and supporting statements are how we define high quality teaching and learning in all of our classrooms across the school.

RELATIONSHIPS

We believe that personal connection is essential to create an inclusive environment that fosters feelings of safety and support.

HIGH EXPECTATIONS

We foster a culture of engagement and responsibility that inspires high levels of personal achievement.

GROWTH MINDSET

We believe learners can reach their full potential by responding to challenges with a positive attitude.

We view challenges as opportunities that help us to grow and learn.

FEEDBACK

We provide feedback that is specific, timely and helpful.

We understand that feedback/feedforward is most effective when learners have the opportunity to use the information to improve future performance.

We share feedback that is supportive yet challenging and inspiring.

GOAL SETTING

We set ambitious goals to give our learning purpose and meaning.

We are self-driven, our goals are relevant and actionable, which directs our future learning.

AGENCY

We believe that all learners can make responsible choices and become thoughtful leaders.

We are empowered to take action and make a difference.

AISVN GLOBAL CITIZENSHIP DEFINITION

AISVN global citizens embody empathy, open mindedness and respect. We deliberately seek to understand, take action, and care for present and future generations.

WORKING AT AISVN

AISVN offers faculty the opportunity to contribute to the dynamic growth of an innovative school as it builds an exceptional English immersion learning experience around the AERO Standards and the IB programme framework. We believe that our students' success depends upon a dedicated team of skilled and caring faculty. We seek teachers who dedicate themselves to meeting the learning needs of each and every student.

Teachers at AISVN:

- are excellent teachers first,
- have a positive and optimistic attitude,
- are collaborative,
- are learners who keep developing their craft of teaching
- are patient and flexible, and,
- are team players.

We invest in the professional growth and development of our teachers to uphold our mission, vision and the IB Learner Profile, which are promises we make to our parents. We believe that the AISVN Professional Growth Process establishes best practices based upon conversations and reflections about teaching and learning. Our goal is for teachers to become better teachers during their time at AISVN.

TECHNOLOGY

AISVN has a strong commitment to technology, and Managebac and Google apps are used throughout the school. We are a one-to-one laptop school from Grade 6-12 and use a combination of iPads and laptops in the Elementary School. Students may access course work from home or from any device in the school. We expect all teachers to be or become versatile with Google Apps. Teachers are issued a PC laptop when they arrive.



SAFE RECRUITMENT

American International School Vietnam is fully committed to ensuring the health and well-being of the children it serves. Its recruitment and selection procedures follow international "Safe Recruitment" guidelines. All teachers hired by AISVN are subject to thorough background checks and must present satisfactory results from both the home of record and previous countries in which they have resided. Detailed resumes and reference reports provided by Schrole, Search Associates, Teacher Recruitment International, Global Recruitment Collaborative (GRC) and Teacher Horizons (the placement agencies with which the school works) as well as an extensive interview process and reference checks are

conducted by the school's hiring team help ensure the rigor of the AISVN commitment to "safe recruitment".

The Council of International Schools website includes a comprehensive resource that provides information on criminal background check procedures worldwide. More information can be found at [this link](#). AISVN requires all candidates to produce these certificates before arrival at the school as a condition of employment.

COVID-19 VACCINATION REQUIREMENT

To protect all students, staff and AISVN families from the known and substantial risks of COVID-19, American International School Vietnam (AISVN) requires the full vaccination of all its employees against COVID-19.

OPTIMISM

Vietnam is a rapidly developing country and there is a great sense of optimism about the future here (a [recent study](#) identified the Vietnamese people among the most optimistic people in the world). AISVN shares this optimism and our school is committed to creating a dynamic learning environment for students and teachers that is challenging and rewarding. We are particular about who joins our teaching faculty because we are protective of the quality of learning at one of the most dynamic young schools in Southeast Asia. As an educator, if you think you can meet or exceed our expectations, and your personal teaching philosophy aligns with our vision and mission, we look forward to hearing from you.



QUALIFICATIONS - REQUIREMENT TO TEACH AT AISVN

Education:	Bachelor's degree; Master's degree preferred, but not essential.
Certification:	A valid teaching credential in subject area and appointed school level issued by a state or national agency from an English-speaking culture.
Experience:	Minimum two years (full academic years) of full-time teaching in a PK-12 setting; IB experience is preferred but not essential.

Satisfactory reference checks and criminal record clearance are required.

CONTRACT OVERVIEW

- **12-month contract** 188-day work year subsequent one-year renewals
- **Overseas/Local Hire** Initial two-year contract with

COMPENSATION PLAN

Faculty are placed on the salary scale commensurate with degrees earned and years of full-time experience in PK-12 settings. For initial placement, each step on the salary scale represents two full years of relevant teaching experience in an English-speaking Elementary/Secondary School. The

maximum entry level is Step 7 (12+ years of experience). Teachers advance one step annually on the salary scale.

Salaries are paid over a 12-month period.

AISVN quotes your take home **Net** salary and other compensation. When you are researching for schools, it is important to learn the difference between gross and net for schools.

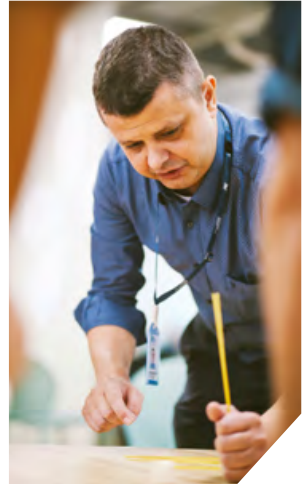
BENEFITS FOR OVERSEAS HIRES

Flights

- Relocation economy air fare from Home of Record to Ho Chi Minh City: Teacher is reimbursed upon submission of the official receipt/invoice and boarding pass (maximum reimbursement USD1,200).
- Airfare upon end of contract from Ho Chi Minh City to Home of Record: One way economy flight ticket is provided by the School. Annual flights are granted after the first contract is completed.

Relocation

- Settling allowance: USD500 given to the teacher on the day of arrival.
- Shipping allowance: reimbursement for shipping costs upon submission of official receipts/invoices (maximum of USD500).
- Document notarization/authentication fees: reimbursement for costs upon submission of the official receipts/invoices (maximum USD500).
- First week's accommodation: The school pays the cost of the first week's accommodation (maximum of 7 nights from the date of arrival).



Housing allowance

- Single Employee: USD800/month
- Employed Couple: USD750/month each

The school provides realtor assistance for house search. Housing allowance is not paid for the month of July in the final year of the contract.

Severance allowance

For each period of twelve (12) full months of continuous employment and at the completion of the terms of the employment contract, the employee will be paid a severance allowance at the rate of one-half of one month's wages.

Severance pay is accrued each month and is paid out at departure from school.

Medical insurance

Coverage from August 1 to July 31 through a standard international plan, which includes hospitalization, outpatient care and emergency medical evacuation. Pre-existing conditions are included.

Entry Visa/Residency Card/Work Permit assistance

Administrative assistance provided and costs paid by the school.

Professional Development Opportunities

AISVN is committed to funding relevant and appropriate professional development opportunities for its staff. AISVN has established a funding mechanism for teachers that assists individual faculty and staff members in fulfilling their professional responsibilities. Teachers may apply for a school contribution of up to USD1,500 towards individual professional development costs per employment contract, consistent with the needs and priorities of the School. As an IB Continuum school we prioritize IB training. We invite workshop leaders to the school and also support online and face-to-face learning opportunities. AISVN intends to provide individuals with the means to leave the school as more skillful, knowledgeable, and effective educators than when they arrived.

Leave

Sick, Maternity/Paternity, and Matrimonial, Compassionate are provided. Unused leave days are reimbursed at USD75 per day, the equivalent of up to USD750 per year.

School holidays

See published calendar.

BENEFITS FOR LEGAL AND ACCOMPANYING SPOUSE AND DEPENDENTS

Spouse/child benefits are only applicable in cases where these benefits are not provided by other parties/organizations.

An official marriage/birth certificate must be presented for the benefits to be applied.

1. Air tickets: same as employee
2. Medical insurance: same as employee
3. Entry Visa/Residency Card assistance: same as employee
4. School fees (tuition, registration and application fees) are waived in full for two children. The tuition fee for the middle child will be reduced by 50%.

SCHOOL CALENDAR

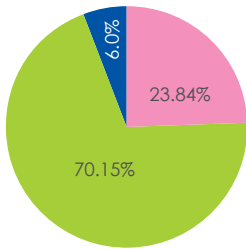
Faculty report for a new school year in the last week of July. New faculty report three work days prior to the full faculty to start to participate fully in our orientation program. The last day of school is on or about June 4.

The [academic calendar](#) includes 180 student-contact days, eight professional days, and a generous vacation schedule.

LOCATION INSIGHTS

ABOUT VIETNAM

Age



0-14

15-64

65+

Median Age: 30

Population Growth Rate: 0.95%

*** One of the youngest populations in Asia**

Region



ABOUT HO CHI MINH CITY

Ho Chi Minh City, the largest city in Viet Nam, located on the banks of the Saigon River in the South of the country. The population of HCMC is more than 9 million people. It is centrally located in SE Asia within a 2-hour flight of Hong Kong, Taiwan, and the Philippines and a 1-hour flight to Cambodia, Singapore, and Thailand.

Ho Chi Minh City is a vibrant place to live and work. The city center is still adorned with elegant boulevards and French Colonial architecture. Diverse international lifestyle includes cosmopolitan dining, shopping, and entertainment.



COST OF LIVING IN VIETNAM

While the cost of living in Vietnam is among the least expensive in Asia, lifestyle choices do affect the monthly costs incurred by each household. For many expatriates in Vietnam, however, the potential for savings is significant. Some teachers report saving 50-70% of their income. A recent survey by InterNations 2019* ranked Vietnam as Number One out of 64 countries in the Working Abroad Index, Number One in the Personal Finance index and Number Two in the Cost of Living index.

A sample monthly budget for two people living a modest lifestyle in Ho Chi Minh City**.


Expense	U.S. \$
Apartment rental (one bedroom)	\$500 to \$650
Electricity	\$50 to \$60
Water	\$5
Cell phone with unlimited data	\$10
Gas for cooking	\$4
Internet, fiber-optic	\$20
Cable TV	\$7
Housekeeper (four hours a week)	\$50
Transportation (two monthly bus passes)	\$14
Groceries	\$85
Entertainment (eating out five nights a week, including beer or soft drinks)	\$250 to \$300
Monthly Total:	\$995 to \$1,205


*Source: https://cms-internationalgmbh.netdna-ssl.com/cdn/file/cms-media/public/2019-09/Expat-Insider-2019_The-InterNations-Survey_0.pdf

**Source: <https://internationalliving.com/countries/vietnam/cost-of-living-in-vietnam/>






 220 Nguyen Van Tao Street, Long Thoi Ward, Nha Be, HCMC

 (+8428) 3780 0909

 *Email: recruit@ais.edu.vn*

 *Website: www.ais.edu.vn*