

Section 2: People of VIS

Last Updated Tuesday, 29 September 2009

2.1	VIS Administration Team		2.1.1	Roles and Responsibilities	2.2	VIS Teaching Faculty		2.2.1	R
Responsibilities	2.3	VIS Teacher Assistants		2.3.1	Roles	2.4	Who do I see?	2.1	VIS A
and Responsibilities	Role	Person	Responsibility	Email	Director	Steve Alexander	Management of School		
Operations	director@vislao.com	Business Manager	Ms. Bryndis Chapman		Director's Secretary	Ms. Jamie	Finances, Reimbursements,		
Employee Benefits, Class Budgets, Safety	businessmanager@vislao.com	Director's Secretary, Receptionist, School Publications	jamiet@vislao.com		Senior Secretary	Ms. Paramy Sihalath	Secretary/ Visas, Work Permits, Transportation		
Assistant Business	paramys@vislao.com	Accountant	accounting@vislao.com		Cashier	Ms. Phet Souvannarath	Staff Banking services, Local Purchasing		
phets@vislao.com	Facilities Manager	Ms. Ben Chayuti	Facilities		Manager, School Maintenance, Repair Requests, Classroom Equipment Purchases	facility@vislao.com	Nurse		
Ms. Moe Moe Fennema	School Nurse/Infirmary	moemoef@vislao.com	IT Specialist	Mr. Lin Reshocksay	Information Technology Specialist	linr@vislao.com	IT Assistant	Mr. Bounlone Kongkeo	Information Technology
Assistant	bounlonek@vislao.com	Administrative Support Assistant	Photocopying, General Administrative Support						

2.2 VIS Teaching Faculty Our faculty consists of 41 full-time teachers and 1 part-time teacher. All are certified in their home countries and bring with them a wealth of teaching knowledge and experience. Teachers are from Australia, Canada, New Zealand, United States, France, The Philippines, South Africa and the U.K. Lao teacher assistants are employed to assist in Preschool through Grade 5 classrooms and some specialty courses.

2.2.1	Roles and Responsibilities	Teacher	POR	Homerom / Advisor	Classes for 09-10	Room	Helene Boissinot
Primary French 6/7-8/9-10	French	219	Pierre Boulard	9B	7-8/9-10 French 11/ 12	French B	331
Jeanette	Brooker	Librarian	Library	Nick Broom	6*/ 7* /8* Mathematics	11 / 12 Math Studies	334
Karel Campbell	IT Coordinator	10K	11 / 12 ITGS	325	Tom Campbell	8* / 9* / 10* Mathematics	8 Humanities
							313

Paul Carter

Prep – 5 Music 222

Bernadette Connolly

EY 3B

Early Years 3 200 Leslie Corcos Counselor 12L In Class Support EAL 317 Sharon Dent 1 – 5
EAL 214 Tony Dent 10T 9/10 English 11 English A1 11 English B 12 Self Taught Tutorial 336

Linda de Beer

Prep L

Grade Prep 208

Anya Debo

Primary PE

Paula Dougherty

5P

Grade 5 229 Mala Dorset 6/ 7* Science 6* Mathematics 11 Physics 322 Patrick Durkin Secondary LAC

(Mathematics and Science) 8* / 9* / 10* Mathematics 11 Math SL/HL 12 Math SL 333 Daniel Foggo ASA
Coordinator 8D 4*/5*/6*/7*/8*/9*/10* Physical Education

Alison Francis

Primary Mathematics

3A

Grade 3 227 Philip Graham Athletic Director CAS Coordinator 6*/8*/9*/10* Physical Education 11 / 12 CAS
Kim Green MYP Coordinator 316 Mark Gordon 9/10 EAL 10 English 12 English A1 12 English B G11 Self
Taught Tutorial 337 Jamie Henderson 7-8/9/10 Visual Art 11/12 Visual Art 320

Carla Holmes

Prep C

Grade Prep 206 Garret Hotrich 10G 7-8/9/10 Drama 9* Humanities 323 Rowland Jepson DP Coordinator
11R 9* Humanities 11 / 12 TOK 316 Julia Lachet 6J 6/7-8/9-10 French 11 / 12 French Ab Initio 330 Ron
Lel Secondary LAC (Language A, EAL, Library) 6R 6 Humanities 6* English 6 EAL 6* Tech 322 Peter Markham
Secondary LAC (Art, Drama, PE, Tech, Music) 6*/7*/8/9/10 Technology 326 Carmel McCormick Primary Head
PYP Coordinator 205

Jill Matthews

1J

Grade 1 210 Barbara Medyndski SEN Coordinator 9-10 EAL 214

Olwen Millgate

Primary Technology Integration Coordinator

1O

Grade 1 212

Catherine O'Brien

2C

Grade 2 215

Elaine Reimann

EY 4

Early Years 4 202 Todd Richer Personal Project Coordinator 10 Social Studies 11 / 12 History 314 Janet
Sankar 8* / 10 Science 11 Chemistry 12 Physics 312 Whetu Seymour Secondary LAC (Language A, EAL,
Library) 8W 6* / 7 / 8 / 9 English 335

Eric Sheers

3E

Grade 3 219

Terese Sheers

2T

Grade 2 217 Mary Smith Prep ‐ 5 6 Visual Art 221 Ray Smith 8* / 9 Science 11 / 12 Biology 310

Lara Stuart

Primary Literacy

4L

Grade 4 230 Carine Visser EAL Coordinator 7-8 EAL 214 Tony Watters Cultural Coordinator 7T 6/7-8/9/10 Music Band 223

2.3 VIS Teacher Assistants Presently there are teacher assistants in Early Years, Primary Preparation through Grade 5, Art, PE, Science and Music. Each of these positions has specific duties relating to the job assignment. 2.3.1 Roles Teacher Assistant Role Homeroom Classes Room

Addie (Orasa Thavisack) Classroom TA

EY 3 B

Early Years 3

221

Bounlerth Yilatchay Library Assistant

Bounlone Kongkeo IT Assistant

Library Lab

Jiap (Soukitta Phommahack) Classroom TA

10

Grade 1

212

Johnny Southam Classroom TA

4L

Grade 4

230

Joy (Satitphone Phommahack) Classroom TA

3A

Grade 3

224

Khampheng Chanthasouk Classroom TA

Prep L

Grade Prep

208

Kanya Silavong Classroom TA

2T

Grade 2

217

Lae (Ounalone Vongphouthone) Classroom TA

2C

Grade 2

215

Mai (Phitsamai Phoumivong) Classroom TA

3E

Grade 3

225

Noi (Soudalay Soukhanouvong) Library Assistant

Not (Souphata Sisouk) Classroom TA

EY 4

Early Years 4

202

Pany Silavong PE Assistant

Prep - 12

Phou (Phoukhan Keosouphan) Classroom TA

5P

Grade 5

229

Pick (Phanthaphone Phommavongsa) Music Assistant

EY 3 & 4 and Music

Pu (Khanthasone Souphanthamit) Classroom TA

1J

Grade 1

210

Thip (Phonthip Namouangxay) Classroom TA

Prep C

Grade Prep

206 Vanmany Inthavong Science Assistant 6-12 311 TBA Art Assistant Prep - 5

2.4 Who do I see? The following is a list of common questions and the contact person to whom enquiries should be made;

When you have a question about……. Please Contact After School Activities Daniel Foggo - ASA
 Coordinator Classroom matters such as curriculum, instructional methods, materials, homework, etc. Subject
 Teacher - IB Coordinator Change of contact information VIS receptionist Community use of school facilities
 Director General Primary Programme Primary Head / PYP Coordinator General Secondary Programme MYP
 Coordinator DP Coordinator Health issues Nurse Health insurance Business Manager Hot Lunch
 Programme Dragon Café Staff Information Technology IT Coordinator Library Librarian MRISA
 exchanges – PE programme, community sports activities Athletic Director New Student Enrolments
 Directors Secretary Post Secondary Schooling / Counseling Guidance Counselor School Fees Business
 Manager School Vans Senior Secretary Student’s overall performance or adjustment (social and
 academic) Homeroom teacher / Advisor Student withdrawal Directors Secretary