



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

JOB DESCRIPTION

Job Title: Secondary Teacher

Category: Full time/ Non Thai

Division: Secondary

Reports to: Secondary Principal

POSITION PURPOSE & DESCRIPTION

The teacher's responsibility is to provide an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. The teacher will provide students with appropriate learning activities and experiences and prepare lessons, instructional and enriching materials according to the needs of the students that will result in the students achieving academic success in accordance with Grace International School's academic policies.

GENERAL QUALIFICATIONS

- A mature Christian
- Bachelor's degree in education from an accredited university or a current teaching certificate (ACSI certification is acceptable).
- The ability to utilize technology and be familiar with Google Apps such as Google Classroom, Google docs, Google forms, slides, and sites.
- Ability to adapt to living in a foreign culture.
- A model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive and can adapt cross culturally.
- Models integrity and honesty.
- Addresses and deals effectively with conflict when it arises.
- Has the ability to work in a collaborative way with diverse personalities
- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Represents the school in a favorable and professional manner.
- Goes directly to the person/s concerned when questions and problems arise.

CHRISTIAN CONDUCT / MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.

- Keep all matters regarding a colleague or student confidential
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right at any time, to discipline any staff member for behavior that would bring reproach upon the school.

MAIN TASKS AND RESPONSIBILITIES

- Provide meaningful and engaging instructional activities utilizing the GIS curriculum in order to meet the standards for your specific grade/subject level
- Develop an effective classroom management plan to provide a safe and effective learning environment
- Assess and track student performance using data
- Develop weekly lesson plans and unit plans including the following key components: objectives, learning activities, Biblical integration and assessments
- Differentiate instructional resources to meet the needs of the students with varying backgrounds, learning styles, and educational needs
- Implements instructional technology effectively to promote and facilitate student learning.
- Participate in the curriculum development and review process as requested
- Maintain effective and efficient record keeping including grades, quarterly progress reports as needed, and quarterly student report cards
- Attend scheduled staff meetings and in-service/PD days, engage in continuous learning and professional growth.
- Take advantage of professional development activities offered such as EARCOS, ICEC, and Google Summits
- Establish and maintain collaborative and cooperative working relationships with students, parents, and staff by communicating effectively and in a timely manner
- Perform other duties and responsibilities which may include class sponsorship, traffic duties, club sponsorship, etc.
- Complete the Christian Philosophy of Education in-service program within the first 2 years of teaching and apply for the ACSI certification, if applicable