



# GRACE INTERNATIONAL SCHOOL

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## **JOB DESCRIPTION**

**Job Title:** Teaching English to Speakers of Other Languages (TESOL)

**Category:** Full Time/ Non Thai

**Division:** Educational Support

**Reports to:** Education Support Director

## **POSITION PURPOSE & DESCRIPTION**

Provide English Language Learners (ELLs) with the support they need to succeed at Grace International School (GIS). Provide support to teachers in order to increase their effectiveness in the classroom. Develop or modify curricula and prepare lessons and other instructional materials according to ability levels. Work in self-contained, team, departmental, or itinerant capacity as assigned.

## **GENERAL QUALIFICATIONS**

- Is a mature Christian
- Bachelor's degree from an accredited university.
- Certificate in TESL.
- At least one year of teaching experience with ELLs.
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

## **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).

## **GENDER STATEMENT**

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image. (Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

## **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**

### **Instructional Strategies**

- Elementary School - Evaluate students' needs within the classroom through consultation with teachers and regular observation.
- Elementary School - Assist classroom teachers by providing support to ELL. An inclusion approach is preferred over a pullout approach although the needs of the student will direct the intervention chosen.
- Middle School and High School- Evaluate students' needs primarily through consultation with teachers, the ESL class and WIDA assessments.
- Middle School and High School - Provide support to ELLs using a flexible approach that minimizes interference to the students' program of study. This includes in class instruction, tutoring, and/or assisting content teachers by pushing into class to observe what is being taught in order to better support students.
- Develops relationships with content teachers and provides training and resources to teachers in order to increase their effectiveness with ELLs.
- Provide oversight to volunteers. This would include recruitment, overall direction of the volunteer task, providing materials, offering training as needed and monitoring progress.
- Develop/Expand ESL resources K-12.

### **Student Assessment & Development**

- Assist in administering English proficiency testing on an annual basis for all ELLs attending GIS as well as for new applicants to the school.
- Utilize a variety of assessment tools to track the progress of students through the school year.
- Maintain accurate and confidential records for ELLs attending GIS.
- Help new staff understand the international school setting and how it relates to teaching ELLs.
- Present a positive role model for students that supports the mission of the school.

### **Classroom Management**

- Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
- Manage student behavior during sessions.
- Consult with outside resource personnel regarding the educational, social, medical, and personal needs of students.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

### **Communication & Departmental Responsibilities**

- Establish and maintain open lines of communication with students and their parents on a consistent basis.
- Attend weekly Educational Support and General Staff meetings.
- Attend parent support and education meetings as well as community meetings that enhance the relationship of GIS Educational Support and ESL Department with other international schools and universities as necessary.

### **Policy Implementation**

- Keep informed of and comply with school regulations and policies for teachers in the educational support program.
- Compile, maintain, and file all reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.

### **Professional Growth & Development**

- Develop and use acceptable communication skills to present information accurately and clearly.
- Participate in the school staff development program.
- Demonstrate interest and initiative in professional development.
- Demonstrate behavior that is professional, ethical and responsible.