



# GRACE INTERNATIONAL SCHOOL

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## JOB DESCRIPTION

Job Title: Thai Teacher

Category: Full Time/ Thai

Division: Elementary

Reports to: Elementary Principal

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## 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.

## GENERAL QUALIFICATIONS

- Is a mature Christian
- Must Develop and maintain good rapport with students, parents and staff by treating other with friendliness, dignity and consideration.
- Willing to be open for new ideas, flexible and also have a team spirit. Willing to go an extra mile when the time comes.
- At Least 600 TOEIC score test required
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

## Professional Qualities Required

- Must be able to speak, read and write Thai fluently.
- Must be able to speak fluent English with the students, English-speaking staff, and parents.
- Must participate in the weekly Thai teacher devotional time.
- Must be able to integrate biblical principles and a Christian philosophy of life throughout the curriculum and activities. Must maintain the confidentiality of the students, their families and the school. Must be willing to work on Saturdays occasionally as their supervisors see fit.
- Must be willing to go on occasional field trips or educational seminars outside regular school hours. (The school will try to make the dates of those activities known in advance for the convenience of everyone involved.)
- Must attend continuing education seminars which are often outside regular school hours. (Topics may include things like basic first aid, dealing with children with special needs, dealing with sexual abuse, etc.)
- Must teach students to see the value of learning the Thai language, to show respect toward the Thai people and to appreciate the Thai culture.
- Must follow the Thai curriculum standard in a responsible manner and contribute to the continuous development of the Thai curriculum.
- Must maintain proper discipline within the classroom and on school premises in order to promote a good learning environment.
- Must maintain a clean, attractive and well-ordered classroom.

## Academic Qualifications Required

- Must have a Bachelor's degree in education or must have at least a Bachelor's degree and have a teacher's certificate

## **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**

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assist in assessing changing curricular needs and offering plans for improvement.
- Maintain effective and efficient record keeping procedures as outlined in the GIS handbook.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, collaborating with peers to enhance the instructional environment.
- Model professional and ethical standards when dealing with students, parents, peers and the community and.
- Model spiritual maturity in leading students towards Christ and then spiritual growth.
- Ensure that student growth and achievement are continuous and appropriate for the age group, subject area, and/or program classification.
- Establish and maintain cooperative working relationships with students, parents, and staff.
- Assume responsibility for meeting his/her course and school-wide student performance goals.

- Performs other duties and responsibilities assigned by their supervisor such as: supervising students at lunch time or breaks, immediately before and after school, playground supervision, extra-curricular activities, co-sponsor homeroom activities or school activities outside school hours.
- Complete the Christian Philosophy of Education in-service program within the first year of teaching and apply for the ACSI certification
- All teaching responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.