



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

JOB DESCRIPTION

Job Title: Home Education Consultant

Category: Full Time/ Non Thai

Division: Home and Distance Education

Reports to: HDE Director

POSITION PURPOSE & DESCRIPTION

To serve as part of a team that provides support services for families who educate at home.

GENERAL QUALIFICATIONS

Required:

- Bachelor's degree
- Teaching/Home Education experience at or exposure to multiple grade levels
- Basic computer skills, including familiarity with Google Apps (Gmail, Drive, Docs, Sheets, etc.)
- Willingness to learn
- Positive, friendly attitude
- Able to work a flexible schedule

Desired:

- Understanding of various homeschooling curricula and strategies
- Proficiency with Google Apps
- Events planning experience
- Familiarity with Dewey Decimal System
- Ability to communicate in Thai on at least a basic level

CHARACTER QUALIFICATIONS AND EXPECTATIONS

- Develops and maintains positive and healthy relationships
- Is culturally sensitive.
- 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.
- Has the "Go Extra Mile" attitude.

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

MAIN TASKS AND RESPONSIBILITIES

note: no single candidate is expected to take all responsibilities

General

- Communicate clearly and compassionately with students, parents, and co-workers
- Assist parents in academic processes by helping them to understand grade level expectations, by providing feedback, using assessment methods, and suggesting curriculum and/or supplemental materials
- Help parents learn how to keep student academic records such as report cards, transcripts, and other methods
- Help parents learn how to set up working portfolios and/or establish student academic goals
- Collaborate with the Director and other Consultants to discuss the needs and progress of families he/she is supporting, gather and share ideas for student and parent support
- Find appropriate support through GIS and/or networking with other specialists for students with special needs.
- Plan and prepare workshops to help homeschool parents understand how to improve teaching methods, understand new curricula and resources, and prepare their children for social, emotional, and transitional challenges in life
- Suggest and find new resources for the HDE library
- Contribute to weekly HDE meetings
- Keep the HDE department informed of the educational needs of families
- Participate in professional development opportunities
- Perform additional tasks as assigned by the Director that align with applicant's giftings

Testing

- Administer the MAP test as needed/scheduled for HDE families
- Assist the Registrar in administering the MAP test for GIS applicants as needed/scheduled

Library

- Research, select, order, and catalog library materials
- Assist HDE families with choosing and/or locating materials
- Maintain and audit library inventory records in the online catalog system
- Help HDE families learn to use the online library catalog
- Ensure that library materials are meeting the needs of HDE families
- Promote HDE library use
- Monitor library materials for condition and relevance

Travel

- At their request, visit non-local families 1-2 times each year to provide spiritual encouragement, educational consultation, and MAP testing.

Communication and Public Relations

- Check and respond to emails daily
- Assist in building a network with educational resources in Chiang Mai and other countries when possible
- Inform families of educational resources available to them locally, such as the Chiang Mai Homeschool Co-op and AERC (Asia Educational Resource Consortium)
- Stay up-to-date on homeschooling curriculum by attending seminars and doing research
- Be in regular contact by phone or email with HDE students and parents

ESD Activities and Events

- Contact local venues for dates, times and fees for activities
- Create an activities calendar for HDE families
- Communicate activities with HDE families
- Conduct surveys and otherwise connect with HDE families to decide which activities to pursue
- Connect with GIS Operations to execute on campus activities
- Attend HDE activities

GIS Connections

- Keep HDE families informed about GIS activities and events
- Help HDE families connect with the proper GIS personnel regarding activities and events
- Assist secondary HDE students in requesting and enrolling in GIS classes
- Liaise with GIS teachers and HDE parents regarding in-class concerns
- Monitor and record GIS attendance of HDE students