



# GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

## JOB DESCRIPTION

Job Title: Educational Support Teacher (Elementary) Category: Full Time/ Non Thai  
Division: Educational Support Reports to: Educational Support Director

## POSITION PURPOSE & DESCRIPTION

Provide students in Educational Support with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, spiritual, and social growth. Develop or modify curricula and prepare lessons and other instructional materials according to ability levels and needs. Work in self-contained, team, departmental, or itinerant capacity as assigned.

## GENERAL QUALIFICATIONS

- Is a mature Christian
- Bachelor's degree from an accredited university
- Valid teaching certificate, with required special education endorsements for assignments preferred
- At least one year of student teaching or approved internship
- Is 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.
- 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).

## 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

- Collaborate with students, parents, and staff to develop Individual Education Plans (IEP) and Grace Accommodation Plans (GAP).
- Implement instructional, therapeutic, or skill development programs for assigned students and show written evidence of preparation and implementation as required.
- Instruct students using Orton-Gillingham, Susan Barton, or other reading program.
- Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of students assigned.
- Write up a quarterly progress report for each student on your caseload.
- Work cooperatively with classroom teachers to modify regular curriculum as needed.
- Participate in Ed Support staff meetings on a regular basis.
- Use the student's IEP to guide instruction and student work as you set goals.
- Employ a variety of instructional techniques and media consistent with the needs and capabilities of each student assigned.
- Use technologies in the teaching/learning process.

### Student Growth & Development

- Assist in the maintenance and confidentiality of student records.
- Consistently assess student achievement through formal and informal testing.

### Classroom Management and Organization

- Present a positive role model for students that supports the mission of the school.
- Create a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
- Manage student behavior and administer discipline when needed.
- Consult with regular classroom teachers regarding management of student behavior according to IEP.
- Consult with outside resource personnel regarding the education, social, medical, and personal needs of students.

### Communication

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in the selection of books, equipment, and other instructional materials.
- Establish and maintain open lines of communication with students and their parents on a consistent basis.
- Maintain a professional relationship with all colleagues, students, parents, and community members. Including attendance at parent support and parent education meetings on a regular basis.

### Personal Growth & Development

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

### Policy Implementation

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