



# GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

## **JOB DESCRIPTION**

Job Title: ESL Teacher

Category: Full-time (working hours needs to be flexible)

Division: Educational Support and ESL

Reports to: Educational Support and ESL Director

### **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, teachers 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.
- Abide by the established curriculum and if change is needed or desired, submit recommendations to the appropriate authority.
- Refrain from discrediting the ability or conduct of other GIS teachers and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential outside of relevant teacher-teacher or parent-teacher conferences and then share only as is needed to help the colleague or student.
- 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.

### **PURPOSE**

Provide English Language Learners (ELL) 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.

### **QUALIFICATIONS**

- Bachelor's degree from an accredited university.
- Certificate in TESL.
- At least one year of teaching experience with ELL.

May 2007

225/900 MUU 11, T. BAN WAEN, A. HANG DONG, CHIANG MAI 50230, THAILAND

WWW.GISTHAILAND.ORG



## **DESCRIPTION OF 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.
- Middle School and High School - Provide support to ELL using a flexible approach that minimizes interference to the students' program of study. This might include a pull out class targeting a specific need for a set time period, tutoring, assisting classroom teachers, facilitating professional development in the area of teaching ELL, and assistance outside of school.
- Provide training and resources to teachers in order to increase their effectiveness with ELL.
- 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 ELL 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 ELL attending GIS.
- 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 Special Needs and General Staff meetings.
- Attend parent support and education meetings as well as community meetings that enhance the relationship of GIS Special Needs Department with other international schools and universities as necessary.
- Assist with writing 504 plans for designated ELL and attend IEP meetings that relate to ESL difficulties.

### **Policy Implementation**

- Keep informed of and comply with school regulations and policies for teachers in the special needs 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.

May 2007