



GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

JOB DESCRIPTION

Job Title: Special Education Teacher

Category: Full-time

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 special education students 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. Work in self-contained, team, departmental, or itinerant capacity as assigned.

QUALIFICATIONS

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

January 2014

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

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DESCRIPTION OF RESPONSIBILITIES

Instructional Strategies

- Collaborate with students, parents, and staff to develop Individual Education Plans (IEP) and Grace Accommodation Plans (GAP).
- Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required.
- Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of students assigned.
- Work cooperatively with classroom teachers to modify regular curricula as needed and assist students included in regular classes with assignments.
- Participate in special needs staff meetings on a regular basis.
- Conduct assessment of student learning styles and use results for instructional activities.
- Present the subject matter according to guidelines established by the IEP.
- Employ a variety of instructional techniques and media consistent with the needs and capabilities of each student assigned.
- Plan and supervise purposeful assignments for teacher aide(s) and/or volunteer(s).
- 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 including crises intervention of students according to IEP.
- 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 school regulations and policies for special education 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.

Supervisory Responsibilities

Supervise assigned teacher aide(s).

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