



GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

## **JOB DESCRIPTION**

Job Title: Teacher

Category: Full-time

Division: Elementary or Secondary

Reports to: Appropriate Principal

### **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**

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 that will result in the students achieving academic success in accordance with Grace International School's academic policies.

December 2014

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

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## **QUALIFICATIONS**

- Bachelor's degree in education from an accredited university or a current teaching certificate (ACSI certification is acceptable).
- The ability to utilize Microsoft Word and other PC applications.
- Able to climb steps and work in hot and humid conditions.
- Maintain certification and follow a professional development plan that aligns with professional goals and Thai professional standards.
- Participate in scheduled in-service and professional development activities.

## **DESCRIPTION OF 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

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