



# GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

## MISSION

**MISSION INSPIRED.  
CALLED STAFF.  
CHRIST-INTEGRATED EDUCATION.  
EQUIPPING STUDENTS TO  
INFLUENCE THE WORLD FOR CHRIST.**

## VISION

**A VIBRANT WORKPLACE FOR  
STAFF. AN INSPIRING LEARNING  
ENVIRONMENT FOR STUDENTS.**

## CORE VALUES

**WE ARE CHRIST-CENTERED.  
WE CARE FOR STUDENTS.  
WE ARE COMMITTED TO EXCELLENCE.**

### JOB DESCRIPTION

Job Title: Teacher's Aide

Category: (Full-time)

Division: Elementary

Reports to: Elementary Principal

### POSITION PURPOSE & DESCRIPTION

The teacher's aide responsibility is to support the teacher in providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. The teacher's aide will assist the classroom teacher in providing students with appropriate learning activities and experiences. The aide will also assist in the preparation of lesson 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.

### GENERAL QUALIFICATIONS

- Is a mature Christian
- degrees
- experience
- 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.

April 2017

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

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## **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, 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**

- Assist the classroom teacher with daily procedures such as: collecting and recording homework assignments, preparing materials for lessons, accompanying students to special classes (art, music, etc.)
- Assist the classroom teacher in grading papers, filing, and sorting student work
- Prepare materials for classroom use such as: photocopying, laminating, collating, and creating materials
- Maintain classroom bulletin boards changing them as directed by the grade level teacher
- Assist the teacher by helping with reading and math groups
- Work with individual students or small groups to reinforce learning
- Assist the classroom teacher in helping keep students focused during teaching sessions and reinforcing appropriate classroom behavior
- Establish and maintain cooperative working relationships with students, parents, and staff
- Perform other duties and responsibilities assigned by the teacher such as: supervising students at lunch time or breaks, immediately before and after school, playground supervision, etc.
- Model professional and ethical standards when dealing with students, parents, peers, and the community
- Model spiritual maturity in leading students towards Christ and then spiritual growth
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, collaborating with peers to enhance the instructional environment

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