

សាលាអន្តរជាតិ ស៊ី អាយ អេ ឃីសត៍



CIA FIRST
INTERNATIONAL SCHOOL



No. 9, International School Rd., (St. 2004) ៤ St. 271, Phnom Penh, Kingdom of Cambodia. / Tel: 023 882 088, 023 678 2088
Mobile : 012 200 011, 016 579 123 E-mail: info@ciaschool.edu.kh Website: www.ciaschool.edu.kh

Teacher Job Description (K3 to G12)

A. SUMMARY OF THE POSITION

To be a teacher is not picnic, but it's very emotionally rewarding. When at the end of the day your students bid you goodbye and look forward to seeing you tomorrow; and at the end of the school year, when parents express their gratitude for all the encouragement and motivation you give to their children, you will find fulfillment.



At CIA FIRST International School, we strive to constantly improve the level of education we provide. To be a teacher here means to be a team player and work well with others, be prepared for challenges in an ever-changing local and global environment, possess excellent communication and organizational skills, and be willing to work hard.

CIA FIRST teachers provide more than just facts and figures. All students are driven towards achievement of our expected schoolwide learning results. In this context we also help students to learn life skills aligned with essential aspects of global citizenship through our 4 schoolwide themes: Safety and Health, Environmental Care, Respect earns Respect and Learning to Give and Joy of Sharing. We guide students down the path to adulthood and give them the knowledge needed to be responsible citizens who face and master local and global challenges. (Imelda Rebanco, Academic Supervisor)



B. RESPONSIBILITIES, TASKS AND DUTIES

Reports to:	School Level Coordinator (SLC) and Academic Supervisor (International Faculty)
Responsible for:	Teaching, Student Supervision and Curriculum Development
Salary Range:	
Main Activities:	<ol style="list-style-type: none">1. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.2. Observe and evaluate students' performance, behavior, social development, and physical health.3. Prepare materials and classrooms for class activities.4. Adapt teaching methods and instructional materials to meet students' varying needs and interests. In particular student centered teaching methods and differentiated instruction shall be applied in all lessons.5. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.6. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.7. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.8. Assign and grade class work and homework.9. Use effectively the administrative and academic management software openSIS.10. Prepare, administer, and grade tests and assignments in order to evaluate students' progress.11. Confer with parents or guardians, teachers, and administrators in order to resolve students' behavioral and academic problems.12. Make daily and effective use of each student's diary in order to establish with parents/guardians a constant and well-functioning exchange about students' learning progress, overall behavior and discipline.

សាលាអន្តរជាតិ ស៊ី អាយ អេ ឃីសត៍



CIA FIRST INTERNATIONAL SCHOOL



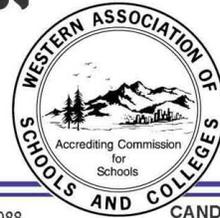
No. 9, International School Rd., (St. 2004) 1 St. 271, Phnom Penh, Kingdom of Cambodia. / Tel: 023 882 088, 023 678 2088
Mobile : 012 200 011, 016 579 123 E-mail: info@ciaschool.edu.kh Website: www.ciaschool.edu.kh

13. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
14. Maintain accurate and complete student records as required by academic and administrative regulations.
15. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
16. Guide and counsel students with adjustment and/or academic problems, or special academic interests.
17. Prepare and implement remedial programs for students requiring extra help.
18. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
19. Provide a variety of materials and resources for children to explore, manipulate and use both in learning activities and in imaginative play.
20. Enforce administration policies and rules governing students.
21. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
22. Meet with other professionals to discuss individual students' needs and progress.
23. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
24. Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
25. Collaborate with other teachers and administrators in the development, evaluation, and revision of elementary school programs.
26. Prepare reports on students and activities as required by administration.
27. Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.

សាលាអន្តរជាតិ ស៊ី អាយ អេ ឃីសត៍



CIA FIRST INTERNATIONAL SCHOOL



No. 9, International School Rd., (St. 2004) ៤ St. 271, Phnom Penh, Kingdom of Cambodia. / Tel: 023 882 088, 023 678 2088
Mobile : 012 200 011, 016 579 123 E-mail: info@ciaschool.edu.kh Website: www.ciaschool.edu.kh

28. Organize and lead activities designed to promote physical, mental, moral and social development, such as games, arts and crafts, music, and storytelling.
29. Attend professional meetings, as grade level, school level and faculty meetings, and teacher training workshops in order to maintain and improve professional competence.
30. Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
31. Organize and label materials, and display students' work.
32. Serve on committees as required.
33. Administer standardized ability and achievement tests, and interpret results to determine student strengths and areas of need.
34. Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
35. Involve parent volunteers and older students in children's activities, in order to facilitate involvement in focused, complex play.
36. Perform student supervisor duties at all times, in particular follow the break time supervisor policy strictly when assigned as break-time supervisor.
37. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
38. Sponsor extracurricular activities such as clubs, student organizations, and academic contests.

A copy of this job description has to be provided to the job holder.
This job description needs to be discussed with the job holder at the beginning of the employment period.
Last revision of this job description: August 2012

André Struve
School Director