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East-West International School

#131 Street 360
Sangkat Boeung Keng Kang 3
Khan Chamkarmon
Phnom Penh, Cambodia
www.ewiscambodia.org

Position Description

East-West International School

Section I: General Information

Position Title:	Primary Classroom Teacher
Immediate Supervisor's Position Title:	Primary Principal
Supervises	Khmer Classroom Teaching Assistant
Grade/Subgrade:	Kindergarten to Grade 5

Job Summary:

At East-West a teacher's efforts and orientation are to be directed towards student learning. Policies and practices are governed by the school mission, vision, and school goals. The quest for academic excellence and character development requires that the teacher works collaboratively with other staff members and with the administration. The teacher also endeavors to establish good relationships with parents. The school is essentially for the children and the aim is that they should learn. Essentially, the role of a teacher is to provide an environment that nurtures learning.

Under the direction of the Primary Principal, and in liaison with the Curriculum Coordinator, the Primary Classroom Teacher will plan for and provide appropriate learning experiences for students. The teacher will organize and maintain a learning environment conducive to the intellectual, physical, social, and emotional development of individuals to ensure success for every student. The teacher will be expected to develop, select, and modify instructional plans and materials to differentiate to suit the needs of all students. The teacher will supervise students in a variety of school related settings, including during breaks, after school activities, field trips, and special events. The teacher will monitor and evaluate student outcomes. Additionally, the teacher will communicate and interact with students, parents, staff, and the community in a professional manner. The teacher will be expected to maintain appropriate records and follow required policies, procedures and practices. The teacher will be responsible for monitoring appropriate use and care of school equipment, materials, and facilities.

Preference will be given to those candidates who have experience with the International Primary Curriculum and a valid teaching license or a professional teaching qualification.

Jeffrey Kane
School Director



Cambodia Ministry of Education

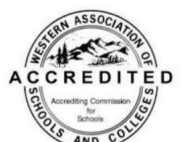
Colleen Cooper Harrison
Secondary Principal



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Heather Abernathy
Primary Principal



To Grade 10



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Section II: Essential Duties and Responsibilities

1	Plan a program of study that, as much as possible, meet the needs, interests and abilities of students
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • On a regular and consistent basis, meets and instructs assigned classes in the locations and at the times designated. • Create a caring classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives. • Have an understanding of the developmental approach to teaching and be aware that a child's emotional, physical, and mental development all impact on his/her ability to learn. • Prepare lessons and write lesson plans. Prepare for units and write unit plans. • Conduct assessment to be sure that students are learning. Maintain records of assessment, and use assessment to guide teaching so that all students have the opportunity to be successful at their own level. • Guide the learning process toward the achievement of curriculum goals, and in harmony with the Schoolwide Learner Outcomes, establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students. • Employ a variety of instructional techniques, instructional media, and formative assessments which guide the learning process toward academic achievement and curriculum goals. • Collaboratively with Grade Level colleagues (including Khmer teachers/assistants) plan for and use instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives. • In all subjects except Language Arts, develop a bilingual classroom, in consultation with the Khmer teachers/assistants. • Engage with students as individuals in the classroom so that a child centered and differentiated approach is considered and used if at all possible. • Ensure that the accommodations listed on any IEP documents are followed in the classroom. • Review data to determine areas of improvement in the instructional delivery for students with special needs. 	
2	Assist the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Take attendance and keep track of each student in the class. • Take all necessary and safety precautions to protect students, equipment, materials and facilities. • Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms. 	

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3	Maintain professionalism
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Know the school Vision, Purpose and Goals and use these to inform teaching and directions. • Model the character attributes valued in the school goals in your classroom and in relationships with others. • Establish relationships with colleagues, students, parents and community which reflect respect for every individual. • Appraise his/her own effectiveness and demonstrate successful application of skills and information acquired to increase effectiveness. • Submit lesson plans, required activities, paperwork, and other documents to administration free from error and in a timely manner. • Behave professionally in meetings, in the classroom, and in view of the public eye. • Be constructive towards the administration and be willing to talk about understandings of positive practices, negative practices, or practices that could be changed. A constructively critical attitude is encouraged as well as constructively positive attitude. • Be on time. 	
4	Communication with Parents
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Prepare for Parent/Teacher conferences so parents are informed of how their child is learning, and ways their child can improve. Talk with the Khmer teacher/assistant before the conferences so that they have a clear understanding of the direction of the conference, especially when translation is required. • Report to parents through a written report twice a year. This requires a review of the report card so that content descriptors are consistent with the curriculum and what has actually been taught in class. This will require both numerical grades and comments. • Use a daily/weekly communication book for ongoing communication with parents. • Inform parents of consistently good or poor results and/or behaviour. 	
5	Performs other duties of a like or similar nature as apparent or assigned
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Remain current with research and best practices in curriculum and staff development through professional readings, trainings, workshop attendance, etc. • Be involved in the After-School Program, the end of year concert, and other school events. • Other tasks as assigned by the Primary Principal, Curriculum Coordinator, and School Director 	

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