



សាលាអន្តរជាតិអ៊ីស៊ីវេស  
**East-West International School**

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

Section I: General Information

<b>Position Title:</b> Secondary Teacher	<b>Location:</b> East-West International School
<b>Immediate Supervisor's Position Title:</b> Head of Department, Secondary Principal	<b>Grade/Subgrade:</b> 6-12
<p><b>Job Summary:</b>          Under the direction of the Secondary Principal, and in liaison with the Head(s) of Department, the Secondary 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.</p> <p style="text-align: center;"><b>Preference will be given to those candidates who have valid teaching license or a professional teaching qualification.</b></p>	

Section II: Essential Duties and Responsibilities

<b>Duty/Responsibility Number:</b>  1	<b>Statement of duty/responsibility:</b> Plan a program of study that, as much as possible, meet the needs, interests and abilities of students
<p><b>Tasks involved in fulfilling above duty/responsibility:</b></p> <ul style="list-style-type: none"> <li>• On a regular and consistent basis, meets and instructs assigned classes in the locations and at the times designated</li> <li>• Create a caring classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives</li> <li>• Be aware that a child's emotional, physical, and mental development all impact on his/her ability to learn</li> <li>• Prepare lessons and write lesson plans. Prepare for units and write unit plans</li> <li>• 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</li> <li>• 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</li> <li>• Employ a variety of instructional techniques, instructional media, and formative assessments which guide the learning process toward academic achievement and curriculum goals</li> </ul>	

Jeffrey Kane  
School Director



Cambodia Ministry of Education

Colleen Cooper Harrison  
Secondary Principal



**CAMBRIDGE**  
International Examinations

Cambridge International School

Heather Abernathy  
Primary Principal



To Grade 10



សាលាអន្តរជាតិអ៊ីសឃើស  
**East-West International School**

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

- Collaboratively with colleagues, plan for and use instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives
- Engage with students as individuals and differentiate instruction to meet the needs of a diverse learning population
- 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

**Duty/Responsibility Number:**  
2

**Statement of duty/responsibility:**  
 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

**Tasks involved in fulfilling above duty/responsibility:**

- Take attendance and keep track of each student in the class
- Take all necessary and safety precautions to protect students, equipment, materials and facilities
- Be available for students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms

**Duty/Responsibility Number:**  
3

**Statement of duty/responsibility:**  
 Maintain professionalism

**Tasks involved in fulfilling above duty/responsibility:**

- 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 the classroom and in relationships with others
- Establish relationships with colleagues, students, parents and community which reflect respect for every individual
- 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
- Be on time

**Duty/Responsibility Number:**  
4

**Statement of duty/responsibility:**  
 Communicate with parents

**Tasks involved in fulfilling above duty/responsibility:**

- Prepare for Parent/Teacher conferences so parents are informed of how their child is learning, and ways their child can improve
- Report to parents through a written report twice a year
- Inform parents of consistently good or poor results and/or behavior

Jeffrey Kane  
 School Director



Cambodia Ministry of Education

Colleen Cooper Harrison  
 Secondary Principal



**CAMBRIDGE**  
 International Examinations

Cambridge International School

Heather Abernathy  
 Primary Principal



To Grade 10



សាលាអន្តរជាតិអ៊ិសវ៉ែស  
**East-West International School**

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

<b>Duty/Responsibility Number:</b> 5	<b>Statement of duty/responsibility:</b> Performs other duties of a like or similar nature as apparent or assigned
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Remain current with research and best practices in curriculum and staff development through professional readings, trainings, workshop attendance, etc</li> <li>• Be involved in the After-School Program, the end of year concert, and other school events</li> <li>• Other tasks as assigned by the Head(s) of Department, Secondary Principal, and School Director</li> </ul>	

Jeffrey Kane  
 School Director



Cambodia Ministry of Education

Colleen Cooper Harrison  
 Secondary Principal



**CAMBRIDGE**  
 International Examinations

Cambridge International School

Heather Abernathy  
 Primary Principal



To Grade 10