



International Community School- Udon Thani

English as a Second Language Teacher (K-12)

Reports To: Principal

Job Summary: A mission-minded ESL teacher who will teach with excellence, passion, and love. Classes taught may include Grade 3 to Grade 8 pull-out ESL. It may also involve teaching a high school English class that has more of a focus on English language learners.

Essential Personal Specifications:

1. Is a committed born-again Christian, living a Christ-like life in both word and action
2. Attends a Bible believing church
3. Supports ICS's foundational documents
4. Earned at least a bachelor's degree in their teaching field

Qualifications and Experience: Certified ESL Teacher; preferred 2 years experience

Responsibilities: The teacher shall prayerfully guide student learning of attitudes, skills, knowledge and concepts, following ICS curriculum, so that students will grow and achieve ICS' Expected Schoolwide Learning Results.

A. Academic instruction

- Teaches students following prescribed curriculum and as scheduled by the building principal.
- Submits weekly lesson plans that are part of a broader yearly plan for instruction.
- Effects student learning through mastery of the subject material.
- Uses appropriate teaching techniques within the framework of the school's philosophy.
- Differentiates instruction according to the student's individual needs, interests, and abilities.
- Integrates Biblical principles in alignment with the curriculum's standards and benchmarks.
- Recognizes the role of parents as primarily responsible before God for their child's education and the teacher's role as a partner with the parent.
- Assesses the learning of students on a regular basis and communicates progress.
- Maintains discipline conducive to learning and in agreement with biblical principles.

- Informs the administration if unable to fulfill any assigned duty.
- Prepares understandable directions and materials for a substitute teacher.
- Leads students to a realization of their self-worth in Christ, presenting to students the opportunity to accept God's gift of salvation and grow in their faith.

B. Professional Guidelines

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
- Keeps students, parents, and the administration informed of students' progress and maintains accurate attendance records.
- Maintains a clean, attractive, well-ordered room.
- Supports the broader program of the school by attending or supervising co-curricular activities when possible.
- Participates promptly in morning staff devotions, PD, and other staff activities.
- Knows and follows the procedures for dealing with emergency situations.
- Represents the school in a favorable and professional manner to the constituency and public.
- Places the teaching ministry at ICS ahead of outside or volunteer work.
- Performs other duties that may be assigned by the administration.

D. Professional Norms/Expectations:

Teamwork

- You not only do your own job well, but contribute positively to the success of others in your sphere of influence.
- You are willing to align with team goals over personal preferences; you can disagree but still commit to the team.

Build Community

- You build and promote positive relationships.
- You challenge gossip, slander and things that work against community, and instead promote only that which is useful for the building up of others.
- You forgive.

Resolve Conflicts

- You are a peacemaker; you seek to resolve and grow through conflicts rather than escalate or ignore them.
- You do not assume the worst from the start, but seek opportunity for clear understanding before forming a conclusion.
- You apply a biblical approach to interpersonal conflict, and encourage others to do so too.

Address the Root

- You identify and address root causes, going beyond treating symptoms, and are persistent to revisit the roots even when the symptoms may have temporarily disappeared.
- You show maturity in discerning when issues are people or spiritually related, and follow biblical principles to address these underlying roots appropriately.

Ownership

- You understand whom you serve and the purpose of your work, taking appropriate ownership toward that purpose.
- You take responsibility for being part of the solution, and find appropriate, established channels to make the changes you seek.

Flexibility

- You discern when to adjust to changes in your environment, rather than fight them or dig in.
- You encourage continuous improvement rather than settling for “the way it’s always been done.”

Earn Trust

- You are known for accuracy and dependability in what you say and do.
- You invite accountability and hold yourself to high standards.
- You respond to communication, and do what you should do without reminders.

Show Humility

- You do not judge another’s weakness based on your own strength.
- You are quick to admit mistakes; you are able to see things from different angles.
- You are coachable.

Term of Employment:

The length of contract and compensation will be in accordance with established policy.

Evaluation:

Performance of these responsibilities will be evaluated in accordance with established policy and practices.