



# International Community School - Udon Thani

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## Elementary Homeroom Teacher

**Position Title:** Teacher

**Reports To:** Principal

**Works With:** Teachers, Students, Parents

### **Job Summary:**

A mission-minded elementary teacher who will teach with excellence, passion, and love. Classes taught include mathematics, reading, writing, grammar, Bible, spelling, social studies, handwriting, and science.

### **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. Prays for the school and staff
4. Supports ICS's foundational documents
5. English is the first language

### **Qualifications and Experience:**

1. Bachelor's degree or higher in elementary education
2. Have a valid teaching license
3. Able to manage a class of students, keeping them on task
4. Experience working with children in school setting
5. Is able to work with a wide variety of people and is friendly and approachable

### **Responsibilities:**

#### **1. Academic instruction**

- Teaches students as assigned following prescribed curriculum and as scheduled by the principal. The elementary homeroom teacher teaches core subjects to their homeroom students usually in a self-contained classroom or in a team teaching setting with teachers teaching the same grade.
- Plans lessons using semester, quarterly, and/or unit plans, and submitting weekly lesson plans.

- Effects student learning through mastery of the subject material by utilizing valid teaching techniques within the framework of the school's philosophy and addressing individual student's needs, interests, and abilities, challenging each to do his/her best work.
- 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.
- Uses homework to effectively enhance student learning.
- 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 and prepares understandable directions and materials for a substitute teacher.

## **2. Spiritual**

- Models attitude, speech, and actions consistent with a walk with Jesus Christ.
- Goes directly to the person/s concerned when questions and problems arise (Matthew 18 principle), abstaining from circulating and using confidential information inappropriately.
- 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.

## **3. Professional**

- 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 or deficiencies and maintains accurate attendance and grade records to document student performance.
- Maintains a clean, attractive, well-ordered room.
- Supervises co-curricular activities when needed and supports the broader program of the school by attending co-curricular activities when possible.
- Participates in morning staff devotions, professional development, and other staff activities.
- Utilizes educational opportunities and evaluation processes for professional growth.
- Knows and follows the procedures for dealing with emergency situations.
- Contributes to the improvement of the school program.
- Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and respect.
- Submits respectfully and demonstrates loyalty to constituted authority.

- 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.
- Makes an effort to appreciate and understand the uniqueness of the school community and host country.
- Performs other duties that may be assigned by the administration.

**Term of Employment:**

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

**Remuneration:**

In accordance with the school policy for qualifications, experience and job responsibility.

**Evaluation:**

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