



International Community School, Udon Thani

Full Time Substitute/Sub Coordinator

Reports To: Principal

Works with: Office Staff and Classroom Teachers

Job Summary:

The teacher shall prayerfully guide student learning of attitudes, skills, and concepts, following ICS curriculum, so that students will grow and mature into responsible Christian men and women and achieve ICS' Expected Schoolwide Learning Results.

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. Earned at least a bachelor's degree
6. Is a Thai national with fluent English speaking ability

Qualifications and Experience: Bachelor's Degree, Experience subbing or classroom teaching preferred and fluent in English

Looking for a dynamic, mission-minded educator that is extremely flexible, willing to serve in Elementary, Middle, and High School classes when needed. This teacher must have a servant heart and be able to reach students of all ages in the classroom.

Responsibilities:

A. Academic instruction

1. Supervises and teaches students as assigned following prescribed curriculum and as scheduled by the core teacher and building principal.
2. Maintains a list of suitable subs.
3. Determines who to call off the sub list if the need arises.
4. Equips/Trains outside subs to know best practices for substitute teachers.
5. Is often the first person to sub on a given day.
6. Clearly follows the plans of core teachers. Plans lessons using semester, quarterly, and/or unit plans, and submitting weekly lesson plans when needed.
7. Effects student learning through 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.
8. Integrates Biblical principles in alignment with the curriculum's standards and benchmarks.

9. 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.
10. Assesses the learning of students on a regular basis and communicates progress.
11. Maintains discipline conducive to learning and in agreement with biblical principles.
12. Informs the administration if unable to fulfill any assigned duty and prepares understandable directions and materials for a substitute teacher.
13. Performs teacher assistant duties or other tasks asked of him/her by his/her supervisor, if there is a day where he/she does not have to substitute teach.

B. Spiritual

1. Models in attitude, speech, and actions a consistent walk with Jesus Christ.
2. Goes directly to the person/s concerned when questions and problems arise (Matthew 18 principle), abstaining from circulating and using confidential information inappropriately.
3. 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.

C. Professional

1. Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Keeps students, parents, and the administration informed of students' progress or deficiencies and maintains accurate attendance and grade records to document student performance.
3. Maintains a clean, attractive, well-ordered room.
4. Supervises co-curricular activities when needed and supports the broader program of the school by attending co-curricular activities when possible.
5. Participates in morning staff devotions, professional development, and other staff activities.
6. Utilizes educational opportunities and evaluation processes for professional growth.
7. Knows and follows the procedures for dealing with emergency situations.
8. Contributes to the improvement of the school program.
9. Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and respect.
10. Submits respectfully and demonstrates loyalty to constituted authority.
11. Represents the school in a favorable and professional manner to the constituency and public.
12. Places the teaching ministry at ICS ahead of outside or volunteer work.
13. Makes an effort to appreciate and understand the uniqueness of the school community and host country.
14. 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.