

**Requirements:**

Teachers with Asian Hope Schools are *ideally* required to have an education degree, teaching certification or degree in the subject they are teaching and some experience in teaching in that subject or age group. At least 2 years teaching experience is *preferred*. Previous overseas experience is ideal.

**Primary Responsibilities:**

**1. Spiritual Leadership:**

Proactively cultivate and protect a spiritually and emotionally nurturing environment for all students  
Exhibit the fruit of the spirit and spiritual maturity before the students, parents, and faculty/staff.

**2. Curriculum and Instruction**

Regularly review curriculum guides and plan lessons that show Biblical Integration and lead to fulfilment of course priorities and goals.

Prepare lesson plans containing learner outcomes/objectives instructional plans in advance on Google docs.  
Implement effective classroom management/discipline which promotes effective student learning.

**3. Supervision**

Effectively oversee the learning process in the classroom.

Apply the spirit as well as the letter of the school and classroom rules as appropriate.

Supervise students at lunch and/or during scheduled periods, according to the campus supervision plan.

**4. Organization**

Organize class activities, dependent upon assigned responsibilities.

Arrange for field trips that extend or apply classroom learning.

Plan and present classroom assemblies/chapels at regular intervals as assigned.

Review/practice emergency procedures with students.

**5. Communication**

Maintain a regular letter home to parents highlighting the class activities etc.

Meet with parents during Back to School Night early in the school year, presenting an overview of the classroom program.

Conference with parents, as scheduled, requested, and/or needed.

Provide written reports of student progress, as requested, scheduled, and/or needed.

**6. Record Keeping / Assessment**

Recorded grades and attendance annually in the cumulative record folder

Maintain a daily record of student attendance.

Complete end of year procedures, according to appropriate inventories and checklists.

**7. Collaboration**

Collaborate with other teachers in the on-going articulation and evaluation of curricular programs including: curriculum writing, determining scope and sequence priorities, effective teaching strategies, assessment practices, and related textbook adoptions.

Serve on committees and/or supervise or sponsor activities supporting the overall school program.

Seek opportunities for curricular integration.

## **8. Professional Development**

Annually submit a written list of professional goals to the principal.

Participate in scheduled in-service, curriculum planning, and professional development activities.

Observe colleagues and be observed by colleagues.

### **Additional Requirements:**

1. Attend annual orientation and in-service activities prior to the school year.
2. Involvement in extra-curricular activities.

### **Benefits:**

Wonderful students and fantastic colleagues to work with – all learning and serving together for God's glory.

Excellent continuing professional development opportunities

**Airfare:** a return ticket to home / origin country every **2 years**

**Salary:** Salaries begin at US\$900 per month for qualified teachers (gross before Cambodian Tax)

**Settling in allowance:** US\$500 for singles and \$700 for married couples paid on arrival

**Housing:** Teachers are supported in finding housing but none is provided by the schools

**Visa is paid** for by Asian Hope

**Medical Insurance** is provided

An initial 2 year (22 months) contract is expected

### **School Year / timings of the day**

All AH schools begin early in August and finish at the end of May – 180 contact days with some CPD days for staff.

School begins at 8am and finishes at 3pm for full day schools. Half days run from 8am – 11am and from 1pm – 4pm or 12. 3pm. Teachers are expected to be in school at least 30mins before school begins and between 30min and 1 hour after school ends.

Each school has a weekly staff meeting and specific continuing professional development times which include Professional Learning Communities.

Staff devotions / prayer times each morning

**Further information** and more detailed job descriptions are available from Pam Sephton Director of Education for Asian Hope Cambodia [psephton@asianhope.org](mailto:psephton@asianhope.org) or from the school principals.