

### 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 the fulfillment 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. Member of Professional Learning Community.
3. Attend the school retreat.
4. Involvement in extra-curricular activities.

**Benefits:**

- An initial 2 year (22 months) contract is expected
- Wonderful students and fantastic colleagues to work with – all learning and serving together for God’s glory.
- Excellent continuing professional development opportunities including mentoring
- **Airfare:** *for teachers recruited outside of Cambodia* - initial airfare; a return ticket to home / origin country every **2 years** for you but not any dependents
- **Salary:** Salaries begin at US\$1030 per month for qualified teachers (before taxes). For unqualified teachers, the salary begins at \$850 per month.
- **Settling in allowance:** *for teachers recruited outside of Cambodia* 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 for you but not any dependents

**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 7:30 / 8am and finishes at 3.15 pm for full day schools. Teachers are expected to be in school at least 30 minutes before school begins and between 1 hour and 1 hour 30 minutes after school ends depending on the school and activities.
- Each school has a weekly staff meeting, professional learning communities and specific continuing professional development times.
- 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)