



POSITION DESCRIPTION

Position Title	Vietnamese Teacher
Location	MSHS
Reports to	Curriculum Director and the Principal
Subordinates	

OVERVIEW OF THE POSITION

The Vietnamese Teacher is expected to ensure an appropriate learning environment and instructional program in line with the school's philosophy and the requirements of the Academic Leadership Team. They are responsible for the growth and development of each individual student taught in accordance with the philosophy of the school and the curriculum. They should have strong communications skills and are expected to collaborate with non-Vietnamese colleagues in English. The Teacher will be responsible for developing and supporting the curriculum to ensure students meet the standards set by the school and the Vietnamese government.

PRIMARY DUTIES AND RESPONSIBILITIES

- Establishes clear expectations for each student's academic, physical and social development, communicating openly and effectively with parents.
- Recognizes individual student's needs, differentiates for instruction assignments and assessment accordingly.
- Sets and encourages high standards for each student's effort, achievement and behavior with an expectation of excellence.
- Maintains current and effective records of each student's progress, and development, focusing on guiding them to develop sound approaches to learning and the curriculum standards.
- Maintains strong records for attendance and grading, utilizes school platforms such as PowerSchool, Atlas, Google and Microsoft.
- Thoroughly prepares and completes semester reports in a timely manner, and ensures written reports have been proof-read thoroughly and completed by the Academic Deadlines, as documented.
- Is punctual at all times.
- Is on time for all supervision duties, and effectively monitors the designated area, reminding students of safe play and respectful interactions.
- Acts as an appropriate role model to students by exemplifying courtesy, honesty and fairness.
- At all times, teachers must demonstrate cooperation, professionalism and personal responsibility as role models for students and the school community.
- Functions as a role-model for students through personal appearance, professional dress and ethics.
- Recognizes the international nature of the student body and is respectful of the cultural, religious and racial differences within the school.

Position Title	Vietnamese Teacher
-----------------------	---------------------------

- Displays a cooperative and collegial relationship with fellow teachers, other staff members and parents.
- Supports the school behavior expectations for students and staff. (See TAS Handbooks)
- Maintains confidentiality and shows discretion in professional matters and issues of conflict.
- Attends and participates collaboratively in school meetings as dictated by professional obligations.
- Makes provisions for being available to students and parents for parent/teacher/student conferences and school related purposes outside the instructional day when necessary. This includes calendared events and individual appointments, to accommodate parent schedules.
- Demonstrates a willingness to be involved in extra-curricular activities, field trips and school events.

ADDITIONAL RESPONSIBILITIES

Although not part of a typical working day, the school will occasionally ask for assistance with some additional responsibilities such as:

- Assisting with some after school functions that may go beyond school hours (if required).
- Coordinating events or trips.
- Chaperoning overnight trips such as “Week Without Walls”

QUALIFICATIONS

A Vietnamese Teaching Certificate

REQUIREMENTS

Knowledge of Vietnamese Literature, History and Geography
 A candidate for this position must have graduated from a university and hold a current Teaching Certification. They should have at least a Bachelor’s degree. Having two or more years of school experience is preferred.

The candidate must have the ability to: support the development of students, keep regular schedules, develop effective working relationships with students, staff, and the school community, communicate in English and Vietnamese clearly and concisely, both orally and in writing, perform duties with awareness of school policies, apply common sense to carry out instructions in written, oral, or diagram form.

Teacher

School Principal

Date

Date