



FULL-TIME SUBSTITUTE TEACHER

Job Description

The Full time substitute teacher engages students in all grade levels. He/she will be assigned by the principals to substitute the homeroom or regular teachers when they are not available to attend the class. He/she should enable each student to pursue his/her education following the unit and lesson plans set earlier by the teachers he/she is substituted.

Qualifications

- ❖ Bachelor's degree or higher in Education or related field
- ❖ Newly graduated are welcome to apply
- ❖ Teaching experience in international setting is preferred
- ❖ Pleasant personality with good communication skill
- ❖ Fluent in English

Duties and responsibilities

- Reports to the principal upon arrival at school
- Reviews with the principal all plans and schedules to be followed during the teaching day.
- Assumes responsibility for overseeing student behavior in class and during lunch, recess and activities period
- Perform pick up and drop off duties as scheduled by the principal
- Writes a briefing summary in the logbook at the end of each teaching day for the regular/homeroom teachers to review when they resume to the class.
- Remains in the assigned classroom to supervise the students at all time until the official school closing
- Reports to the Principal the conclusion of the teaching day and confirms the next substitute class for the next day.
- Performs all the extra duties assigned to the regular/homeroom teachers.
- Substitute should follow the same dress code as required
- All other duties as assigned by the principals.



KPIS International School is dedicated to providing a high-quality international education to our students in a safe and nurturing environment. As part of our commitment to child protection and safeguarding, all candidates for employment must provide a self-disclosure, including proof of identity, education and teaching credentials, criminal background check, complete work history, and references indicating that the candidate is fit to work with children.

Working hours: 7.00am to 4.00pm Monday to Friday

Compensation: A fix rate per day

Probation period: 120 days

Direct supervisor: Secondary School Principal

Direct reports: None

PDPA Notice: All information collected during recruitment for this position is used for the purposes of evaluating a candidate's suitability for the position. All personally-identifiable and sensitive information is handled in accordance with the Thailand Personal Data Protection
