

Introduction

We are a young fast-growing school with a community of more than 50 educators. We offer a supportive atmosphere for our staff, opportunities for professional growth including Cambridge International's workshops and training, as well as an enriching and rewarding experience. We welcome applications from teaching couples.

What we offer

- Competitive salary package
- Relocation allowance
- Contract Renewal Bonus
- Accommodation allowance
- Travel allowance
- Visa costs covered
- Private medical insurance
- Short-term free hotel stay provided on your first arrival
- Free-of-charge school meals, including breakfast and lunch
- Tuition fee remission for all dependent children
- Positions of responsibility for suitable candidates

Benefits package

- Salary package pay scale:

Salary Package International Teachers (Native Speakers)				
Grade	Status	Experience (years)*	Annual NET	Approx. GROSS
G34	Newly QT	0	\$ 23.000	\$ 31.944
G35	Newly QT	1-2	\$ 24.500	\$ 34.028
G36	QT	3-4	\$ 26.000	\$ 36.111
G37	QT	5-6	\$ 27.400	\$ 38.056
G38	QT	7-8	\$ 28.800	\$ 40.000
G39	QT	9+	\$ 30.200	\$ 41.944

** Years of full-time experience on proper qualification in accredited school*

CIS Armenia has a pay scale with 6 scale points (G34-G39) for qualified teachers based on years of teaching experience. You will be on point **X** of the scale and will move on to the next point on the scale in the next academic year.

- Position of Responsibility add-on:

Responsibility add-ons			
Grade	Position	Annual NET	Approx. GROSS
R1	coordinator	\$ 700	\$ 972
R2	deputy phase/faculty	\$ 1.400	\$ 1.944
R3	head of phase/faculty	\$ 3.000	\$ 4.167
R4	deputy head teacher	\$ 5.000	\$ 6.944

In addition to your base salary, you will also receive:

- Relocation allowance:
\$ 1.000 NET
One-time payment, paid in five days after arrival
- Contract renewal bonus:
\$ 1.300 NET
Paid in November of the year you renew
- Accommodation allowance:
\$ 5.100 NET for singles,
\$ 7.700 NET for teaching couples
Paid monthly
- Travel allowance:
\$ 450 NET annual
Paid in June

Please note that all payments are **after local taxes** (NET amount). All figures are indicated in USD. However, according to the Republic of Armenia Law on Currency regulation and currency control employee salary is paid only in Armenian Drams (AMD) on monthly average CB exchange rate.

Accommodation

Teachers will be provided with Accommodation Allowance as indicated above. School will put you in contact with a rental agency who will help you to find suitable accommodation. School does not cover any rental agency fees, rental prepayment or rental deposits.

While you are looking for accommodation, school provides a comfortable hotel for you to stay in for the duration of a maximum of 6 nights.

Health Insurance

School will provide the employee with a comprehensive health insurance policy from a recognised and reputable insurance company. CIS Armenia health insurance policy

is fully covered by the school. The employee will be liable for any health costs not covered by the policy. The policy will not cover elective treatment outside of Armenia. The policy covers dental costs. Please check the details in the "Insurance information" attachment.

School health insurance may be extended to include up to two dependents (spouse or children only) living with the employee during their employment by CIS Armenia. Medical insurance is valid until employment contract expiration or termination date.

Sick Leave

School annually provides up to 10 working days of fully covered sick leave with no deduction from an Employee's salary. These days are only to be used when an Employee is ill and cannot be treated as extra vacation. Any case of misuse will be considered as missed days, decreasing the annual compensation package.

After the 10th day of absence teachers must open a bulletin from the doctor for any further periods of absence. The school will follow Armenian legal requirements in cases of employee absence. This means that sick pay equates to 80% of salary from the 2nd day of absence until such time as the bulletin is closed. Further advice regarding this process may be found in the Staff Handbook.

If an Employee is going to be absent from school ill, they should inform their Head Teacher, HR officer and line manager as soon as possible. In the case of a sick leave with a duration of over 3 days, Employees should visit the medical clinic and obtain a medical certificate to give to HR.

Visa Costs

The school will provide full visa costs (residence permit) coverage for the employees.

Please note that you will need to provide apostille of your degree qualification as part of your application. The cost of obtaining these documents is not covered by the School.

Tuition Costs

School will provide tuition costs for up to Two children as per contract. You will be responsible for the cost of school meals, textbooks, uniform and transport (optional). Bursaries are not provided for children attending any other schools. Bursaries for additional children cannot be granted without Management Board approval. Any paid afterschool activities will be delivered with 50% discount from the base price.