

Secondary Teacher Job Description

Role

Secondary teachers are responsible for instructing students according to the set curricular standards while fostering a safe and supportive learning environment rooted in the love of Jesus for all children.

Teachers are responsible for planning engaging learning experiences and following best practices with regards to assessment and behavior management.

Responsibilities

- Contact hours
 - Instructing content-area lessons
 - Leading Chapel or SEL sessions
 - Supervising Study Hall or Homeroom periods
- Developmental Hours
 - Attending department meetings and contributing to departmental initiatives
 - Engaging and assisting with curriculum development
 - Taking part in professional development opportunities
 - Collaborating on school improvement initiatives
 - Handling special assigned roles
 - Managing and maintaining key school programs
 - Executing special projects
- Other duties:
 - Planning learning activities and assessments
 - Grading and recording student progress
 - Providing timely feedback to students on their learning
 - Corresponding with parents, colleagues, and administration
 - Conducting semesterly Parent-Teacher conferences
 - Participating in whole-school events such as Christmas programs, Overnight Camp, Parent Potlucks, and more.
 - Supervising students around campus
 - Child Safeguarding

Qualifications

- a bachelor's degree in education
- a valid teaching license (preferred)
- knowledge of best practices in secondary education and language acquisition.
- experience working with older children in a classroom setting.
- ability and willingness to work with and establish rapport with people of various cultures and backgrounds.
- faith in Jesus Christ and the desire to continue to grow in relationship with Him.
- English as a first language.
- the desire and commitment to support the vision and mission of ICSN by collaborating with ICSN Administration, other teachers, staff, parents, students, and the community.

Compensation

Starting salary of around ₱530,000-₱1,000,000+ annually.

Salary increases according to and depending on type(s) of degree(s), teaching certification, pre-ICSN experience, and years of experience at ICSN.

Bonus

1st/2nd yr: **10%** of Annual Sal

4th yr: **30%** of Annual Sal

3rd yr: **20%** of Annual Sal

5th+ yr: **40%** of Annual Sal

Annual Benefits

See school profile.