

JD - FOREIGN TEACHER

A. JOB INFORMATION

Job Title	Foreign Teacher
Level	Teacher
Directly report to	Board of Director (BOD)
Direct manager	Ms. Sam
Working place	4 Bat Nan, Binh Trung Ward, Ho Chi Minh City

B. DUTIES AND RESPONSIBILITY

1) Teaching:

- Conduct teaching lessons as assigned within schedule
- Conduct all required reports to management
- Be punctual and follow company procedures for lateness, absence, or holiday requests
- backup for absent teachers or any emergency cases

2) Administration:

- Prepare lesson plans, materials, and activities
- Report student performance within school forms
- Meet with parents at the parent meeting time;
- Attend appropriate events

Complete the necessary administrative tasks

3) Other reasonable tasks assigned by management

C. REQUIREMENTS

- US/UK Teacher
- Female/ Male
- Age: 28–40 years old
- Live in HCMC
- The teacher is required to provide originals of the following documents: passport and university degree.
- Internationally recognized teaching certificates: TEFL, TESOL, and CELTA. TRC or Work permit, is preference

D. BENEFITS

- Working hours: 110 hours
- Working hours: Monday through Friday, 8 a.m. to 11 a.m., 14 a.m. to 16:30 p.m.
- Salary: 45–50 million
- Free lunch
- Holidays
- Company Holiday Trip in 5- star resorts