Mingdao High School Teacher Recruitment package

Job Opening: Language Arts/ Social Studies/ Science teacher

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Job Description

1. Curriculum and Instruction
   a. Regularly review curriculum guides and plan lessons that lead to fulfillment of course priorities and goals.
   b. Prepare weekly lesson plans (or assignment schedules) containing learner outcome/objective instructional plan and planned resources.
   c. Design and maintain a positive, pleasant, and nurturing classroom environment. This includes regular preparation of bulletin boards and classroom displays.
   d. Implement an effective classroom management/discipline program which promotes effective student learning.
   e. Review and incorporate instructional technology and audio visuals to support the fulfillment of lesson objectives.
   f. Assign homework supportive of the classroom program and that is within the expectations and goals of the school.

2. Supervision
   a. Effectively oversee the learning process in the classroom.
   b. Supervise students during scheduled periods, according to campus plan.

3. Organization
   a. Organize class meetings and activities, dependent upon assigned responsibilities.
b. Arrange for field trips that extend or apply classroom learning.
c. Plan and present classroom assemblies at regular intervals and/or as assigned.
d. Review/practice emergency procedures with students.

4. Communication
   a. Meet with parents in an open house early in the school year, presenting an overview of the classroom program priorities.
b. Conference with parents, as scheduled, requested, and/or needed.
c. Provide written reports of student progress, as requested, scheduled, and/or needed.
d. Maintain an attitude of openness and a desire for communication.
e. Alert responsible personnel to classroom repair needs.

5. Record Keeping
   a. Maintain an accurate record of each student's work for use in determining grades.
b. Record grades and attendance annually in the cumulative record folder, unless school procedure stipulates otherwise.
c. Maintain a daily record of student attendance.
d. Oversee responsible use of supplementary texts, materials, and supplies.
e. Complete end of the year procedures, according to appropriate inventories and checklists.

6. Collaboration
   a. Collaborate with other teachers in the on-going articulation and evaluation of curricular programs including: scope and sequence priorities, effective teaching strategies, authentic assessment practices, and related textbook adoptions.
b. Serve on committees and/or supervise activities supporting overall school program.
c. Seek opportunities for curricular integration.

7. Professional Development
   a. Annually submit a written list of professional goals to the program director.
   b. Maintain a personal professional development program that is aligned with the teacher assessment portfolio requirements.
   c. Participate in scheduled curriculum planning, and professional development activities.

Qualifications:

1. Possess a minimum of a Bachelor's degree. A Master's degree or evidence of working toward it is preferred. Have completed sufficient college course work in their major teaching field.
2. Hold a valid teaching certificate for the subject and grade level to be taught. This certificate must be issued by an authorized agency in the teacher’s home country.
3. Show recent evidence of professional growth.
4. Agree to abide by decisions of the Board and administration of Mingdao High School.
5. Give evidence of previous positive teaching experience.
6. Previous international travel and/or teaching experience are preferred.
7. Maintain necessary ROC government requirements for employment as a teacher at Mingdao High School.

Work Requirements:

1. 40 working hours per week with 25 at teaching minimum, based on a 5-day week.
2. Teacher workdays as specified on the school calendar.
3. Voluntary involvement in extra-curricular activities is encouraged and needed.
Salary:

1. 1.28 million NT dollars base annual salary which is around USD 40,000 after converting at the ratio of 32:1. It is tax free income for middle school classes.
2. Mingdao will be providing additional USD 1200 housing expense annually for teachers. (An ordinary unit around school area would be USD 150-200 monthly)
3. The working hour will be 40 hours per week with 25 minimum teaching hours, extra working hours will be paid additionally. Regular classes other than weekly 25 classes minimum will be paid at USD 25 per hour.
4. Extra pay for Saturday or the evening classes if interested; any additional classes after hour or Saturday will be pay at USD 35 per hour.
5. Decent working environment and higher level students
6. Strong support for suggested student activities
7. Professional facilities; computer lab, conference room, gym, swimming pool... available upon request

Reference

Please refer to “2008-0108-Mingdao Overview.doc” for Mingdao High School overview.

Please see the following link for further facts about Taiwan.