

# GYEONGGI SUWON INTERNATIONAL SCHOOL

Accredited by The Western Association of Schools and Colleges, USA  
Certified by The Ministry of Education, Republic of Korea



## Overseas Direct Hire (ODH) Faculty Salary & Benefits 2011-2012

### 1. Faculty Salary Scale

#### NOTES

# : Up to 8 years previous experience may be credited

\* : Must be approved graduate level course

\*\* : Salary steps continue beyond fifteen (15) years at the same increment as 14 to 15

BACHELOR'S DEGREE			
Degree	Year of	(USD + KRW)	
Level	Step	US Dollar	Korean Won
BA	0	17,877.00	11,552,000
BA	1	18,096.00	12,351,000
BA	2	18,315.00	13,149,000
BA	3	18,543.00	14,155,000
BA	4	18,764.00	14,969,000
BA	5	18,993.00	16,020,000
BA	6	19,214.00	16,848,000
BA	7	19,434.00	17,677,000
BA	8#	19,672.00	18,928,000
BA	9	19,893.00	19,779,000
BA	10	20,115.00	20,630,000
BA	11	20,337.00	21,522,000
BA	12	20,563.00	22,455,000
BA	13	20,790.00	23,434,000
BA	14	21,018.00	24,459,000
BA	15**	21,249.00	25,534,000

BACHELOR'S +30			
Degree	Year of	(USD + KRW)	
Level	Step	US Dollar	Korean Won
BA+	0	17,903.00	12,212,000
BA+	1	18,123.00	13,011,000
BA+	2	18,342.00	13,809,000
BA+	3	18,571.00	14,828,000
BA+	4	18,790.00	15,641,000
BA+	5	19,021.00	16,705,000
BA+	6	19,247.00	17,668,000
BA+	7	19,462.00	18,361,000
BA+	8#	19,701.00	19,632,000
BA+	9	19,922.00	20,483,000
BA+	10	20,144.00	21,333,000
BA+	11	20,367.00	22,223,000
BA+	12	20,592.00	23,154,000
BA+	13	20,818.00	24,128,000
BA+	14	21,046.00	25,146,000
BA+	15**	21,277.00	26,211,000

MASTER'S DEGREE			
Degree	Year of	(USD + KRW)	
Level	Step	US Dollar	Korean Won
MA	0	17,931.00	12,872,000
MA	1	18,151.00	13,670,000
MA	2	18,370.00	14,468,000
MA	3	18,599.00	15,499,000
MA	4	18,818.00	16,313,000
MA	5	19,049.00	17,389,000
MA	6	19,281.00	18,487,000
MA	7	19,491.00	19,046,000
MA	8#	19,730.00	20,335,000
MA	9	19,951.00	21,186,000
MA	10	20,173.00	22,037,000
MA	11	20,396.00	22,925,000
MA	12	20,621.00	23,853,000
MA	13	20,847.00	24,822,000
MA	14	21,075.00	25,833,000
MA	15**	21,305.00	26,889,000

MASTER'S +30			
Degree	Year of	(USD + KRW)	
Level	Step	US Dollar	Korean Won
MA+	0	17,986.00	14,191,000
MA+	1	18,205.00	14,990,000
MA+	2	18,425.00	15,788,000
MA+	3	18,654.00	16,845,000
MA+	4	18,874.00	17,657,000
MA+	5	19,105.00	18,758,000
MA+	6	19,332.00	19,721,000
MA+	7	19,547.00	20,416,000
MA+	8#	19,788.00	21,742,000
MA+	9	20,010.00	22,592,000
MA+	10	20,231.00	23,444,000
MA+	11	20,457.00	24,395,000
MA+	12	20,683.00	25,387,000
MA+	13	20,913.00	26,425,000
MA+	14	21,144.00	27,508,000
MA+	15**	21,377.00	28,638,000

*EDUCATION SPECIALIST			
Degree	Year of	(USD + KRW)	
Level	Step	US Dollar	Korean Won
ES	0	18,013.00	14,851,000
ES	1	18,232.00	15,650,000
ES	2	18,451.00	16,448,000
ES	3	18,682.00	17,517,000
ES	4	18,902.00	18,330,000
ES	5	19,134.00	19,443,000
ES	6	19,358.00	20,338,000
ES	7	19,575.00	21,100,000
ES	8#	19,817.00	22,446,000
ES	9	20,039.00	23,296,000
ES	10	20,260.00	24,147,000
ES	11	20,487.00	25,130,000
ES	12	20,715.00	26,155,000
ES	13	20,946.00	27,227,000
ES	14	21,179.00	28,346,000
ES	15**	21,413.00	29,514,000

DOCTORATE DEGREE			
Degree	Year of	(USD + KRW)	
Level	Step	US Dollar	Korean Won
PHD	0	18,040.00	15,510,000
PHD	1	18,260.00	16,310,000
PHD	2	18,479.00	17,108,000
PHD	3	18,710.00	18,189,000
PHD	4	18,929.00	19,002,000
PHD	5	19,162.00	20,127,000
PHD	6	19,383.00	20,955,000
PHD	7	19,604.00	21,785,000
PHD	8#	19,846.00	23,149,000
PHD	9	20,067.00	23,999,000
PHD	10	20,289.00	24,851,000
PHD	11	20,518.00	25,864,000
PHD	12	20,747.00	26,923,000
PHD	13	20,979.00	28,028,000
PHD	14	21,213.00	29,183,000
PHD	15**	21,450.00	30,388,000

# Overseas Direct Hire (ODH) Faculty Salary & Benefits 2011-2012

## 2. Retirement

GSIS contributes 8% of the salary amount on a quarterly basis to one of four options:

- i) The school's recommended TIECare International annuity plan
- ii) An identified, reputable, protected retirement fund to which the employee is already contributing
- iii) Reducing an identified educational debt
- iv) An identified real estate investment to be used toward retirement (e.g., mortgage)

## 3. End-of-Service Reserve

GSIS contributes an amount equal to 8% of the total salary and Korean Social Security (Dollars and Won) to the Korean Social Security Fund. This amount, plus interest, can be claimed from the Korean government at the end of the employee's GSIS service and departure from Korea.

## 4. Income Tax

GSIS pays all local Korean tax due on the employee's GSIS salary.

## 5. Travel

GSIS provides one-way airfare for the employee and dependent (minor) children from the home of record to Korea for the initial employment year and a one-way airfare for the employee and dependent (minor) children from Korea to the home of record after the final GSIS employment year. GSIS also provides an annual round trip to the home of record for full-time employees and dependent (minor) children.

## 6. Relocation Allowance

1000 USD per employee and 200 USD per minor child. Any passport, visa expenses, postal, or extra home furnishing expenses are paid from this allowance. Pre-approved other expenses beyond this allowance may be submitted for reimbursement with an itemized list. Each employee also receives a 100,000 KRW cash allowance on arrival in Korea (initial employment year only).

An identical departing relocation allowance is given to employees who complete their contract; this is for approved shipping related expenses only.

## 7. Housing

Housing is provided and includes basic furniture, such as living room set, TV, bed(s), dresser, dining table and chairs, range, refrigerator, microwave, and washer. A dryer is provided to full-time couples with two or more children. Telephone and initial hook-up are provided with the employee paying monthly charges. Normal housing maintenance and repair is provided at school expense.

## 8. Utility Allowance

GSIS provides apartment utilities, with the exception of monthly telephone, cable TV, and internet charges.

## 9. Professional Development

500 USD per contract year for approved projects. (Accumulative to 1000 USD; unavailable after the first semester of the final year of service.) Partial tuition assistance is provided for approved Master's degree programs. (GSIS covers 50% of the tuition cost, up to 5000 USD available with each annual contractual commitment, given appropriate degree progress.)

## 10. Insurance

GSIS offers comprehensive medical and dental coverage under TIECare Global Benefits Group. (Optical coverage not provided.)

Full TIECare coverage in the United States is provided to ODH employees who are citizens of the United States or Canada, as well as to any ODH employees with a full-time student dependent studying in the United States. For non-USA ODH employees, coverage in the USA is limited to emergency conditions.

Several local hospitals offer billing through the school.

Liability: Faculty are covered, within limits, by professional liability insurance.

# Overseas Direct Hire (ODH) Faculty Salary & Benefits 2011-2012

## 11. Leave

**Annual Leave:** Approximately eight (8) weeks annual leave in addition to at least two weeks at Christmas and one week in the spring.

**Sick Leave:** Ten (10) days per year, accumulative to forty (40) days (No cash benefits for unused days).

**Compassionate Leave:** Granted by the headmaster for the death or severe illness of an immediate family member.

**Personal Leave:** Three (3) days per year other than the day before or the day after a long weekend, holiday, or vacation. A maximum of three (3) people may take personal leave on the same day. After completing two years of service, employees earn an additional two personal days for travel to interviews or recruitment fairs to seek future employment.

**Maternity Leave:** Maternity/Paternity leave is arranged in advance in consultation with the division supervisor and approved by the headmaster. A full-time female employee is provided 60 calendar days of maternity leave from the date of birth of a child. Sick leave or unpaid leave may be taken during the week prior to the official due date, with headmaster approval, in consultation with the mother's division supervisor. Leave for miscarriage or adoption is covered by the school's Policy Manual.

**Note:** No additional leave is granted for any part of maternity leave coinciding with summer vacations or holidays. This leave is intended for the care of the newborn and recuperation of the mother.

**Paternity Leave:** A full-time male employee is provided five working days paternity leave (inclusive of labor) for the birth of a child within 10 days after labor and birth. Up to three days leave is provided in the case of a miscarriage. In the case of medical complications for the newborn or the mother, the father may use sick leave if more than five days leave is required, with headmaster approval in consultation with division supervisor.

## 12. Legalities

GSIS will:

- Pay for renewal of visas and residence permits (Both employee and dependent minor children).
- Assist in getting a Korean Driver's license.
- Assist in processing insurance claims.
- Assist in traffic or other police-related matters.

## 13. Vehicles

School-owned vehicles are of limited availability; however, some are available for personal use under a mileage rate. A commercial vehicle license is required to drive a van (it is recommended that the employee acquire such a license prior to coming to Korea). For personal travel, public transportation is recommended.

## 14. Children

GSIS provides:

- Full tuition and fees for dependent children attending GSIS.
- An Early Learning Center for full-time employees' children who are too young to attend school during the working day.
- Travel, medical, and legal benefits for dependent minor children.
- Annual child-care subsidy (1,000,000 KRW limit) to employees who need the service in order to accomplish professional duties. Both parents must be full-time employees and children must be too young to attend school. A pro-rated amount is provided if either parent is less than full-time.

## 15. Free Lunch Program

GSIS provides the lunch meal to full-time and part-time employees and to their dependent minor children who are either registered in the school or the Early Learning Center.

# GSIS TEACHER’S ROLE MODEL STATEMENT

Members of a Christian school faculty are expected to live a lifestyle that encourages the spiritual growth and edification of each student. The GSIS Board of Trustees policy manual states:

<b>Qualifications</b>	Gyeonggi Suwon International School shall provide the highest possible standards of professional and academic service. The essence and foundation of a Christian school is the Christian teacher. Therefore, it is the policy of the school to select exclusively as instructional personnel those who demonstrate both academic excellence and Christian conviction.
<b>Professional Conduct</b>	Staff members shall be Christian and display an attitude of loyalty to the school and shall conduct themselves in such a way as not to bring discredit to the school. Faculty are expected to work conscientiously within the framework of the philosophy, policies, and regulations of the school. Each staff member shall strive to ensure that students and colleagues are not ridiculed or disparaged in any way. Use of tobacco products and drinking of alcoholic beverages is prohibited in the local community and any abuse of these products may result in disciplinary action and/or termination of service.
<b>Teachers As Examples</b>	GSIS faculty members’ manner of dress, speech, entertainment, punctuality, respect for one another and for school property, participation in community spiritual events, and personal spiritual health and well-being will be reflected in GSIS students to an exaggerated degree. GSIS faculty are examples and are expected to exhibit Christian commitment and character to one another and the student body in both word and action.
<b>Program Support</b>	More specifically, the GSIS Board of Trustees and school administration expect faculty members to fully support the school’s spiritual program by regular attendance to chapels, consistent integration of biblical worldview in the classroom and in co-curricular activities, and regular participation in corporate community worship. Staff members are highly encouraged to “provoke one another to love and good deeds” via participation in a variety of Bible studies, devotions, and mission opportunities.
<b>Social Networking</b>	GSIS expects staff to model appropriate Christian behavior within the immediate community, as well as in extended communities via digital media. At all times and in all media, public or private, staff members should model professional conduct and support of school policies. Professional conduct includes maintaining confidentiality of restricted information until it is officially made public. Misconduct in the use of social media may lead to disciplinary action and/or termination of service. It is therefore important that GSIS staff members approach socialization online with the same professionalism expected in the local community.

# GSIS TEACHER’S GENERAL JOB DESCRIPTION

<b>Hours and Schedule</b>	Faculty at GSIS are provided adequate planning time for the teaching assignment, which varies between each school division. The specific teaching assignment is provided by the division principal upon the completion of the annual master schedule. Secondary faculty may be assigned to cover a study hall. Full-time faculty are on duty from at least fifteen (15) minutes before classes begin and until at least fifteen (15) minutes after classes end (7:50 A.M. — 3:25 P.M).
<b>Full-time</b>	Full-time faculty at GSIS are expected to attend in-services, department and divisional meetings, all evening PTA meetings, and various committee meetings. All full-time faculty are expected to annually assume responsibility for one co-curricular activity of approximately thirty-six (36) hours student contact time. An exemption from co-curricular responsibilities is made for one parent of a full-time teaching couple with a pre-school dependent child. Full-time teachers are expected to attend school activities such as dramas, concerts, and athletic events. Secondary faculty will have various duties on a rotating basis, including detention duty and lunch duty. Additional opportunities are in the form of supervising social, fine arts, and athletic events. Elementary faculty have recess duty on a rotating basis and daily lunch and bus duty, as well as events such as elementary activities, International Festival, and Field Day.
<b>Part-time</b>	Part-time faculty at GSIS are expected to teach assigned classes and accept their limited assignments when asked, as well as to attend in-services, departmental and divisional meetings, all evening PTA meetings, and various committee meetings. Part-time faculty are eligible for club and co-curricular assignments, and are highly encouraged to support school activities by attending events such as dramas, concerts, and athletic events.