

## **TEACHERS' JOB DESCRIPTION**

All full-time GSIS faculty are provided adequate planning time for the teaching assignment, which varies between each school division. Upon completion of the master schedule annually, each division leader provides the specific teaching assignment to teachers.

Secondary faculty may be assigned to cover a study hall in addition to the full-time teaching schedule. Full-time teachers are on duty at least fifteen (15) minutes before classes begin and until at least fifteen (15) minutes after classes end, or approximately 7:50 am – 3:25 pm.

All full-time GSIS faculty are expected to attend scheduled in-service meetings, department and divisional meetings, all evening PTA meetings, and various committee meetings.

Annually, all full-time faculty are expected to assume responsibility in one co-curricular activity or event, consisting at minimum of thirty-six (36) hours of 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.

All full-time GSIS faculty are expected to attend school activities such as dramas, concerts, and athletic events. Faculty will have various duties on a rotating basis (e.g., detention duty or lunch duty). Additional opportunities are in the form of supervising social, fine arts, and athletic events.

All full-time GSIS elementary faculty are assigned 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.

All part-time GSIS faculty are expected not only to teach assigned classes, but also to accept other limited assignments when requested, as well as to attend in-services, departmental and divisional meetings, all 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.

## **TEACHER 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:

### Qualifications

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.

### Professional Conduct

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. They 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.

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.

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.

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.