JOB DESCRIPTION

Title: Girls Dean/Teacher

Dean for girls grades 7-12 and teach one class.

Start date: 28 June 2015 (earlier arrival suggested)

Preferred:
• Previous dorm/dean experience preferred, but not required.
• SDA Church Membership
• Priority given to state-certified teachers
• People passionate about education! This is not just a job – it’s a mission.

About our School

TAIS is a preparatory school designed for students who plan to attend university abroad, mostly in the United States. Most students come from higher social-economic families who know little more of Christianity than what is portrayed on TV. TAIS is in a prime situation to show its students what God’s unconditional love is like. Strong academic rigor is emphasized and multiple social opportunities are provided; all with the intent to best prepare our students for both this world and the world to come.

TAIS is located on a beautiful 50-hectare (123.5 acre) campus surrounded by breathtaking mountains in central Taiwan. It also boasts convenient access to beautiful Sun Moon Lake as well the bustling town of Puli. The mission of Taiwan Adventist International School is to empower and motivate its students to develop wisdom, live healthfully, care for others, and know God. Within a secure, loving environment, students will discover their individual gifts and develop spiritually, socially, and intellectually. TAIS will educate each unique student in cooperation with the Christian community so that he or she is equipped and inspired to make a difference for Jesus Christ in the world.

TAIS Employment Benefits include:
• Transportation: TAIS will provide initial pickup from the Taiwan airport on the teacher’s arrival to Taiwan.
• Housing: Housing is provided as well as basic furnishings on the Taiwan Adventist Campus as availability allows.
  ▪ On-campus “basic furnishings” include a clothes washing machine, basic cooking stove, bed with fitted sheet, comforter, and pillow, a wardrobe or dresser, kitchen table & chairs, a small set of dinnerware, and a couch.
  ▪ Teachers who are required to live off campus will be provided a housing supplement.
• Insurance: All TAIS teachers are covered under the National Healthcare program (health, dental, labor). The employer covers 70% of the monthly health insurance charges. AD&D is also provided and paid in full by TAIS.
• Taiwan Travel Documents: Reimbursement for a Taiwan Visitor’s Visa, and provision of a working visa.
• Environment: A beautiful countryside environment in which to live and work.
• Compensation: A stipend averaging $20,000 USD for ten months’ work. (Additional pay for working the summer school program.)
• Contract Completion Bonus: 1-year (10-month) completion pays $58,000 TWD (approx. $2000 USD). Dependent subsidy may be payable with 2+ year contracts.
• Continuing Education Supplement: For 2+ year contracts, TAIS helps pay significant portion of CE credit costs.
TAIS Teachers are Responsible for:

- Procuring their own passport
- Obtaining a proper Taiwan Visitor visa (NOT a “landing” visa) if necessary – costs reimbursed by TAIS.
- Taiwan Income Tax (5-18% depending on length of stay in Taiwan per calendar year)
- Utilities (Electric, Water, Gas, Phone, Internet)
- Personal transportation
- Food
- Any household item(s) wanted beyond the basic furnishings included with housing unit.

General Description of Working Hours and other Expectations

- The TAIS dormitory dean is responsible for students when they are not in classes, getting students up and out of the dorm in the morning and then maintaining a presence in the dorm after school.
- All full time teachers are on duty on the weekends the students stay on campus. Teachers share duties for the weekend programming. Students typically are on campus two weekends per month.
- The weekend program includes:
  - Friday evening vespers/small groups
  - Sabbath School small group
  - Church Service
  - Sabbath afternoon activity (deans are exempt)
  - Saturday evening activities (deans are exempt)
- All TAIS full time teachers and SDA staff are required to be active and attend the Taiwan Adventist College English church service.
- TAIS staff & faculty are required to uphold the standards, fundamental beliefs, and philosophy of the Seventh-day Adventist Church.
- TAIS workers share workload regarding school clubs, committees, and administrative duties.
- Taiwan is a first-world country, but it’s still a mission field. Flexibility is required (and it also keeps things interesting).

Professional Responsibilities:

1. **Teach:** The dean is required to teach at least one class (up to five periods weekly) in addition to his/her dean duties. The class taught will be dependent on the dean’s skillset/education/experience.
2. **Planning:** Develop long-range unit plans that adhere to the course objectives presented in the teacher submitted course syllabus. Create tests and quizzes that follow the objectives presented in class.
3. **Worship:** The dean is responsible to conduct and coordinate evening worships in the dorms.
4. **Guidance:** The dean provides guidance and leadership to the dorm residents. This includes an active role in teaching study skills, cleanliness, time management, self-control, and select personal counseling.
5. **Compliance:** Demonstrate loyalty by observing TAIS regulations and policies.
6. **Outside Employment:** Teaching is a full-time job, and those who take on additional responsibilities risk doing an injustice to the students they teach. Teachers are not to receive remuneration for tutoring their own students. The educator is to be totally involved with the gospel ministry as it pertains to the education of the youth of the Seventh-day Adventist church.
7. **Professional Attire:** Whenever a teacher meets with students, parents, or the community as a representative of the school and the profession it is expected that special attention should be given to determining appropriate attire and grooming.
8. **Confidentiality:** Church and school groups have a tendency to know each other very well, and your business will quickly become theirs. Never discuss your students’ school progress to anyone other than their relevant school personnel, parents or guardians, and professional counselors.
9. **Organized:** Keep careful records of student scores, attendance, and citizenship and prepare a grade report for each grading period.
10. **Relationships:** Keep warm but professional relationships with all TAIS students and staff.
11. **Communication:** The ability to converse and utilize modern technology (e.g. internet-based applications & email, cell phones, etc.) in order to disseminate and receive information/updates on daily affairs, community development, and the school/church’s long term goals.