

Korean International School HCMC



Employment Opportunity for Full-time Elementary English Teacher 2022

(Only candidates in VN will be eligible)

The Korean International School in Ho Chi Minh City is looking for professional, dedicated teachers, currently living in Vietnam, to teach English in the Elementary Department.

1. You are expected to meet the following requirements:

- ① Native English speaker from one of the following countries (USA, UK, Australia, Canada, New Zealand, South Africa, or Ireland) is recommended. Regardless of nationalities, teachers who received degrees from countries where English is used as an official language are also accepted.
- ② **Three years or more overseas teaching experience preferred.**
- ③ BA or above in any field. (3+ yr college degree).
- ④ TESOL/TEFL/CELTA/Teacher's certification (100+ hr)

2. Contract Term: 1st March, 2022 - 29th February, 2024

(Contract renewal will be offered at the end of the contract period.)

3. Job specifications (Full-time teacher):

- ① Teaching up to 20 x 40 minute periods in a week, from Monday to Friday and fulfilling administrative work associated with being a teacher during school hours.
The school hours are from 8:10 a.m. to 4:30 p.m.
- ② Base Salary: \$2200 for a month (will be paid either in VND or in USD and is the Nett take-home amount)
✂ The first month salary of the contract is paid pro-rata according to the number of working days.
- ③ Qualification Incentives:

Classroom based Degree (Education or English only)		Certificate from your home country (Relating to English Education or Education)	
Master's	100 USD	Teacher's Certification	100 USD

④ Career Incentives:

Teaching Experience at KIS					
1st Year	2nd Year	3rd Year	4th Year	5th year	+ 50 USD each year until 10th year
-	150 USD	150 USD (300 USD accum)	150 USD (450 USD accum)	100 USD (550 USD accum)	

- ⑤ Extra allowance: Teaching supplementary classes after school or during vacation time will be compensated on an hourly rate.
- ⑥ Target students: **G3-6 ESL Class**
- ⑦ Starting Date: 1st March (Tue) 2022
- ⑧ 2022 School Calendar has not been confirmed yet but based on the 2021 School Calendar, 2022 school year working days are roughly 180days. Summer Vacation will commence around mid July and Winter Vacation will commence around at the beginning of January 2023

※ **The first three months will be a probationary period.**

※ **Due to COVID19, online interviews might be used instead of in person interviews..**

4. Submit the following required documents to Head of English Education Department Mrs. Song by email (mssong@kshcm.net) before or on the 30th of December (Thu) 2021.

* Please submit all the documents. **Incomplete applications will not be accepted.**

* During the interview, applicants will be requested to perform a **10minutes demo lesson**. A 40 minutes long lesson template and a topic based on the curriculum will be given via email.

- ① Resume (CV)
- ② A copy of passport photo page
- ③ **At least two references** with phone numbers or email addresses from your recent job
- ④ The official transcript or degree certificate from the highest educational organization you have graduated from

5. The selected applicant needs to submit the following documents as soon as possible (within three weeks after the employment confirmation. Due to COVID 19, a minor delay will be allowed) in order to issue the contract.

- ① Original diploma/certificate notarized by applicant's home country Ministry of Foreign Affairs and Vietnamese Consulate.
- ② Original certificate (i.e. Teacher's License, TESOL, TEFL, CELTA, & anything equivalent to these) notarized by applicant's home country Ministry of Foreign Affairs and Vietnam Consulate.
- ③ Criminal record check (**Applicant's home country and Vietnam**)
A clean background check for working with children is required.
- ④ Medical checkup in the designated hospitals (FV or CarePlus).