

Employment Opportunity for Full-time Secondary English Teacher 2022

Korean International School(Secondary) in Ho Chi Minh City, District 7 is looking for a dedicated and hardworking Full-Time EFL teacher. Please read all the information carefully before applying. Only accepting applicants currently living in Vietnam. Please do not apply if you are overseas.

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 BA or above in any field. (3+ yr college degree).
- ③ Three years or more of teaching experience preferred*.
- ④ TESOL/TEFL/CELTA/Teacher's certification (100+ hr) -**Mandatory**

*Those with BA in the Education field don't need ③ and ④.

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):

- Teaching hours : about 20 classes(45-minute classes) / week, from Monday to Friday, and fulfilling administrative work associated with being a teacher during school hours. The school hours are from 8:10 to 16:30.
- Base Salary: \$2,200 for a month (will be paid either in VND or in USD)
- 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

- 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)	

- Extra allowance: Teaching supplementary classes after school or during vacation time will be

compensated at an hourly rate.

- Target students: G7-G12. Class size ranges from 25~35 students per class
- Starting Date: 1st March (Tue) 2022
- 2022 School Calendar has not been confirmed yet but based on the 2021 School Calendar, 2022 school year working days are roughly 182 days. 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 by email (recruit@kshcm.net) by 19, November(Fri) 2021.

- Please submit all the documents. **Incomplete applications will not be accepted and reviewed.**
- **Only candidates selected for the interview will be notified.**
- 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. Documents to be submitted.

- **In order to issue the contract, 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 may be possible.)**
 - ① **Original diploma/certificate** notarized by the Ministry of Foreign Affairs and the Vietnamese Consulate in the applicant's home country.
 - ② **Original certificate** (i.e. Teacher's License, TESOL, TEFL, CELTA, etc) notarized by the Ministry of Foreign Affairs and the Vietnamese Consulate in the applicant's home country.
 - ③ **Criminal Record Check** in Vietnam(those who already reside in Vietnam) and **Criminal Record Check** in the Applicant's home country(those who reside outside of Vietnam) notarized by the Ministry of Foreign Affairs and the Vietnamese Consulate in the applicant's home country. A clean background check to work with children is required.
 - ④ Medical checkup in the designated hospitals (FV or CarePlus).