



HIS is seeking Substitute Teachers

Do you have a flexible schedule and enjoy working with students? Are you professional, energetic, and responsible?

- If you answered YES to the above, please consider making a positive educational impact on the students in our community by becoming a substitute teacher for HIS.
- **Responsibilities:**
- Assume the responsibilities for instructing classes when a teacher is absent.
- Assume other responsibilities for that teacher during the time the teacher is absent.
- Communicate, collaborate, and cooperate with colleagues, supervisors, and students.
- Maintain as fully as possible, the established routines and procedures of the school and classroom to which assigned.
- Assume responsibility for overseeing pupil behavior in class and during assigned duties.
- Maintain and respect confidentiality of student and school personnel information.
- Maintain a disciplined classroom that fosters a safe and positive environment for all students and staff in accordance with school policies and practices.
- Implement lesson plans, while ensuring the integrity of academic time, and in a manner which motivates students to learn and participate.
- Perform other related duties as assigned by campus administrator(s).

MINIMUM QUALIFICATIONS:

- Bachelor or Associates Degree (teaching credential preferred)
- Previous experience working with children in a school setting
- Flexible work schedule

Interested applicants should contact Ms. Katherine Zhou, the HIS HR Officer at email careers@his-china.org. Ms. Katherine will then put applicants in touch with divisional Principals depending upon their interests and/or areas of expertise.