

AISD adopted a [Child Protection Policy](#) on November 17, 2015 and is committed to the protection of all children and young people from harm. We require all staff and faculty applicants to undergo stringent selection and screening processes before being allowed to work with children.

VACANCY

Title:	Substitute Teacher
Terms of Employment:	As needed
Qualifications:	Bachelor's or Master's degree or equivalent At least two years of teaching experience preferably in an International setting Teaching Certification is preferred Experience handling children in classroom setting Experience with Google Systems (GClassroom, GDocs, GMeets, etc.)
Requirements:	Police Clearance Document Covid-19 Vaccination Certificate/ proof of Vaccination

Substitute Teacher Payment	Certified Teacher Per Day Salary (BDT)	Non-certified Teacher Per Day Salary (BDT)
Short-term substitute (less than 15 days consecutively)	7,000	6,200
Long-term substitute (more than 15 days consecutively)	12,000	10,000

Essential Job Functions:

Performs regular teacher's class plan while the teacher is absent, including but not limited to the following:

- Reports to the school office at the beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials.
- Carries out a program of study prescribed in the lesson plans left by the classroom teacher. The lessons may be face-to-face in the class, virtual online, or hybrid (some students in class and some students virtual)
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom.
- Takes attendance in accordance with school procedures.
- Indicates to students at the beginning of class the basic expectations for behavior in the class in accordance with the school Policy.
- Ensures that the students are never left unattended in the classroom.
- May perform duties usually required of the absent teacher such as lunchroom duty, hall monitoring, etc.
- Follows school procedures and regulations.
- Consults, as appropriate, with the principal or department head, before initiating any teaching or other procedures not specified in the lesson plans.
- Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.
- Performs other related duties as directed by the principal.

Interested candidates are requested to send their updated CV to tanima.hasan@aisdhaka.org

"Preparing students to become stewards of a just and sustainable world."