



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2016-131R1

OPENING DATE: 08/09/2017

CLOSING DATE: 08/22/2017

POSITION TITLE: CLASSROOM TEACHER I-IV (ENGLISH)

SALARY: PL-11/1 - 14/1, \$ 543.65 B/W -\$ 762.27 B/W

LOCATION: PALAU HIGH SCHOOL
BUREAU OF EDUCATION ADMINISTRATION
MINISTRY OF EDUCATION

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Teach five classes per day
- Have at least one period devoted to his/her lesson planning, development of pertinent material and evaluation of his/her student performance.
- Work with Chairperson in developing and improving curriculum and other essential duties as required.
- Help vice- principal and principal in registration and to perform other general duties as required.
- Advise students on proper manner and attitude toward school and to help students with their studies.
- Help enforce school policies and regulations.
- Maintain his/her classroom in good condition and atmosphere conducive to learning.
- Maintain accurate record of school property assigned to him/her and to students.
- Conduct himself/herself as professional educator at all time.
- Maintain and accurate record of enrollment, attendance, and student evaluation.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree with at least one (1) year of work related experience at an immediate lower level position in series.

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

Email: bpss@palaugov.org Website: <http://palaugov.pw/bpss>

Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.