

Teaching Faculty to Institute of Technical and Professional Training (ITPT)

A. RESPONSIBILITIES:

- Teach assigned classes, check student's attendance regularly and keep students records accordingly.
- Report any problems involving the teaching and learning processes to the center.
- Develop course outlines and prepare daily lesson plans.
- Assess the performance of students through in-class activities and homework.
- Develop and administer quizzes, mid-terms, and final exams.
- Write final exams and submit them to the ITPT Dean for approval.
- Submit on-going assessment to the director two days before the end of term.
- Submit the final mark three days after the final exam.
- Write end-of-term report for students to be send to parents or guardians
- Respect to the Internal Rules and Guidelines of University of Cambodia
- Implement classroom management policies.
- Assist in the development of the English Language Program at UC.
- Behave in a professional manner towards students and other colleagues.

B. QUALIFICATIONS:

- 1 year minimum of teaching experience.
- Fluency in Chinese.
- High morality and deep understanding of Cambodian culture (Foreign Instructor).
- Good understanding about Cambodian's Education System.
- Possess good written and verbal communication skills.
- Has excellent presentation, facilitation, counseling skills.
- Possess analytical and creative **problems** solving skills.
- Highly professional and possess a positive attitude.
- Represents the university at conferences and seminars, and contributes to these events as necessary.

Commented [H01]:

C. REPORT LINE:

- This position reports to the Dean of Institute of Technical and Professional Training.