

ACADEMIC POSITIONS		Closing Date: June 2026
<b>Position 1: Temporary Teacher (1 position)</b>		
<b>Location : IISM Primary, Gombak, Kuala Lumpur</b>		
Subject	Status	Expected Report Duty
Computing & Mathematics	Part time	Early June 2026
<b>Job Description:</b>		
<ol style="list-style-type: none"> <li>1. Effectively implement all learning courses.</li> <li>2. Identify, select, and adapt teaching methods to accommodate students with diverse backgrounds, and learning styles.</li> <li>3. Assist in evaluating evolving curriculum requirements and contribute to enhancement plans.</li> <li>4. Foster a positive learning environment that encourages active student engagement.</li> <li>5. Communicate proficiently, both verbally and in writing, with students, parents, and colleagues on a regular basis.</li> <li>6. Maintain an updated teaching record book (lesson plan) and submit it punctually to the Head of School or Academic Coordinator for approval.</li> <li>7. Provide adequate exercises to students, promptly correct their exercise books, and submit them to the Head of School or Academic Coordinator for review when necessary.</li> <li>8. Develop test and exam questions following the schedules outlined by the Internal and External Examination Centre, as well as the subject teacher's planning schedule.</li> <li>9. Administer monthly tests and assess student progress regularly, recording question papers and students' achievements in the teacher's record book.</li> <li>10. Identify and address areas of student weakness, taking necessary action to mitigate these weaknesses.</li> <li>11. Ensure the utilization of all recommended books by the school management.</li> <li>12. Actively participate in training and presentations related to online teaching.</li> <li>13. Fulfill professional obligations by maintaining effective work habits, including meeting deadlines, adhering to schedules, and coordinating tasks.</li> <li>14. Carry out additional duties and responsibilities as assigned by superiors.</li> </ol>		
<b>Job Requirements:</b>		
<ol style="list-style-type: none"> <li>1. A good Bachelor Degree in the specific subject with experience / Diploma in Education or its equivalent will be an added advantage.</li> <li>2. At least 2 – 3 years teaching experience.</li> <li>3. Passion in teaching and love working with children.</li> <li>4. Excellent classroom management skills.</li> <li>5. Good attitude and strong work ethic.</li> </ol>		