

ACADEMIC POSITIONS**Closing Date: April 2026****Position 1: Assistant Teacher (AA) (1 position)****Location : International Islamic School Primary, Gombak, Kuala Lumpur**

Subject	Status	Expected Report Duty
Early Childhood Education	Full Time	Immediate

Job Description:

1. To implement all the learning courses effectively.
2. Identifies, selects and modifies teaching methods to meet the needs of the students with varying backgrounds, learning styles, and additional needs.
3. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
4. Communicates effectively, both orally and in writing with students, parents, teacher and staff on a regular basis.
5. To prepare and give sufficient exercises to students; correct students' exercise books and return them promptly; hand over the exercise books to the Principal/Vice Principal of Academic for checking when required.
6. To perform monthly test and to evaluate students from time to time on the students' progress; to record the question paper, students' achievement in the teachers' record book.
7. To trace and identify the area of students' weaknesses and to follow up with action to overcome the weaknesses.
8. Meet professional obligations through efficient work habits such as meeting deadlines, honouring schedules, coordinating.
9. Perform other duties and responsibilities as assigned by their superior.
10. Foster a safe, inclusive, and engaging learning environment where all children feel valued and supported.
11. Maintain open, respectful communication with the parents and school team
12. Support positive behaviour using developmentally appropriate guidance strategies.

Job Requirements:

1. A Diploma in Early Childhood Education or an equivalent qualification will be an added advantage.
2. SPM/STPM with relevant experience in teaching at a kindergarten.
3. Strong classroom management skills.
4. Good verbal communication skills in English.
5. Passion for teaching and a genuine love for working with children.