ACADEMIC POSITIONS		Closing Date: September 2026
Position 1: Teacher (2 position) **Location : Setiabudi Secondary, Gombak, Kuala Lumpur**		
Subject	**Status**	**Expected Report Duty**
Malay / History	Full time	September 2026

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 and learning styles.
3. Assists in assessing changing curricular needs and offers plans for improvement.
4. Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
5. Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
6. To have an up to date teaching record book (lesson plan) and submit it on time to the Principle/Vice Principle of Academic for approval.
7. 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.
8. To construct questions for tests and examinations according to the schedule prepared by the Internal and External Examination Centre as well as the planning schedule prepared by the subject teacher.
9. 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.
10. To trace and identify the area of students' weaknesses and to follow up with action to overcome the weaknesses.
11. To ensure all the books suggested by the school management are completely used.
12. Participate in training and presentations about online teaching.
13. Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
14. To be recognized as Microsoft Educator and Microsoft Innovative Educator
15. Perform other duties and responsibilities as assigned by their superior.

Job Requirements:

1. A good Bachelor Degree in the specific subject with experience / Diploma in Education or its equivalent will be an added advantage.
2. At least 2 – 3 years teaching experience.
3. Passion in teaching and love working with children.
4. Excellent classroom management skills.
5. Good attitude and strong work ethic.