

POSITION DESCRIPTION

IDENTIFICATION

Position Title: Chemistry Teacher

Position Number: MCM033

Section: Academic Support Staff

Department: Regional Campuses

Location: Majuro, Marshall Islands Campus

Category: Teaching Assistant

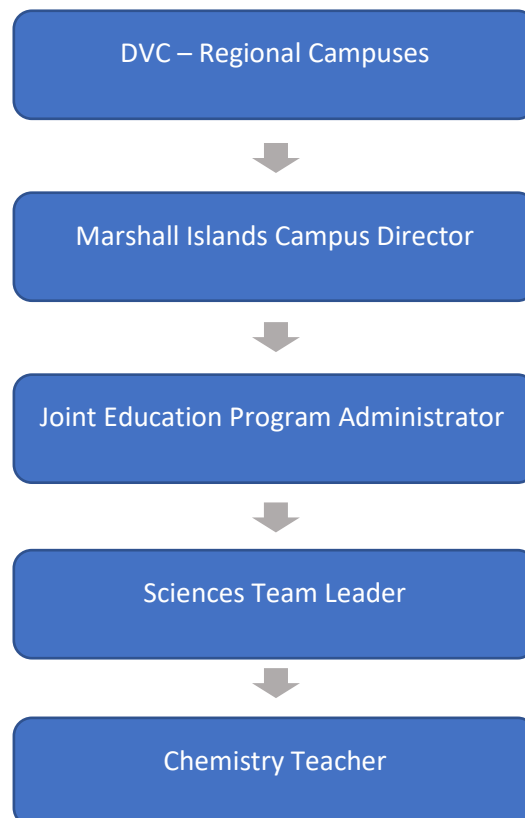
Band:

Current Incumbent: **Date of substantive appointment:**

Reports To: Sciences Team Leader **Supervised by:** Sciences Team Leader

ORGANIZATION CONTEXT

Insert organization:



PURPOSE

The Chemistry Teacher is responsible for teaching two Preliminary Chemistry courses and two Foundation courses (CHF02, CHF03, CHP02 and CHP03). These courses are taught in-

person at the Marshall Islands Campus as part of the Joint Education Program (JEP). The JEP is funded by the government of the Marshall Islands, because high school students do not complete a standardized test at the end of their schooling. The JEP therefore offers Marshallese high school leavers the opportunity to take a government-funded Preliminary and Foundation qualification through Pacific TAFE, which will then allow them to apply for university courses internationally.

The Marshall Islands Campus is equipped with a Chemistry laboratory, which is one of the few laboratories on-island. Thus, the Chemistry Teacher provides a valuable role in encouraging the next generation of Marshallese learners to develop an interest in the Sciences and pursue studies in Chemistry and similar fields. The small size of the Campus means the Chemistry Teacher will also participate in marketing activities and Chemistry competitions for high school seniors. Without the Chemistry Teacher, the next of the Marshallese workforce generation would have less opportunity to develop a passion for the sciences and pursue studies in this field. Thus, without a Chemistry Teacher the Marshall Islands Campus would have a lesser ability to support the Marshall Islands economy through supporting the education of future professionals and leaders in the science field.

NATURE AND SCOPE

The Chemistry Teacher is responsible for teaching two Preliminary Chemistry courses and two Foundation courses (CHF02, CHF03, CHP02 and CHP03) which are part of the government-funded JEP. The JEP is structured like a high school, in the sense that students are expected to wear school uniform and remain on Campus throughout the day. Teachers are also required to be on Campus throughout the day to teach classes, offer students learning support and participate in Campus meetings and events.

Because the Campus is a small one, the Chemistry Teacher is also expected to work with the teaching staff and support staff to support marketing, events organization and occasional grant writing. In terms of events, the Chemistry teacher is expected to organise an annual Chemistry competition for high school students to encourage students to develop an interest in Chemistry. During marketing and events organised in partnerships with other organisations, ministries and schools, the Chemistry Teacher will interact with prospective students and parents, teachers from high schools and other science experts in the country. The Chemistry Teacher is also expected to maintain an understanding of work opportunities in the Marshall Islands for Chemistry graduates, further education opportunities in this field and local research underway. Thus, the Chemistry teacher will also interact with relevant industry professionals, and academics and researchers at USP and other organisations.

The Chemistry Teacher will also support 'dual enrollment' activities. The Marshall Islands Campus is working with local high school to create opportunities for students to enroll at USP at the same time as studying at their high school. As such, the Chemistry Teacher may be required to teach on Saturday mornings, so students from rural high schools can study at USP on Saturdays.

The Chemistry Teacher is also expected to maintain the Chemistry Lab, including procurement of materials, as well as ensuring relevant safety measures are in place. Teachers at local high schools may also request use of the USP laboratory. The Chemistry Teacher is expected to support these requests and help as needed.

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POSITION DIMENSIONS

Staff Responsible for:

Directly: Lab Technician Indirectly: N/A Total Level of Costs: N/A

Limits of Authority:

Financial: \$N/A

Non Financial: N/A

Key Relationships /Internal and External Contacts:

Lists the key inter-relationships that is necessary for effective performance in the job. Also describe the nature of contact most typically expected with those key working relationships

<p>External Prospective students, their parents and their teachers</p>	<p>Purpose of contact Marketing:</p> <ul style="list-style-type: none"> • Sharing information about the demands of the chemistry course, as well as generating enthusiasm for chemistry and the sciences • Sharing information about career pathways and opportunities for Chemistry graduates • Leading an annual Chemistry competition • Supporting dual enrollment awareness exercises • Supporting requests to use the USP lab.
<p>Internal Other RMI JEP Teachers and Teaching Assistants</p>	<p>Purpose of contact</p> <ul style="list-style-type: none"> • Sharing information about students. • Engaging in collaborative learning – learning from other teachers about how best to support Marshallese learners, as well as sharing personal teaching techniques and ideas. • Collaboratively organizing events for students, as well as staff social events and marketing initiatives.
<p>Chemistry Students</p>	<ul style="list-style-type: none"> • Teaching CHF02, CHF03, CHP02 and CHP03 • Ensuring necessary safeguards are in place so students use chemistry equipment safely. • Developing a friendly learning environment. • Providing career support to students as needed. • Invigilating exams as needed

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Team Leader - Sciences	<ul style="list-style-type: none"> The Chemistry Teacher receives guidance about their role and seeks help as needed from their Team Leader.
Campus Director	<ul style="list-style-type: none"> The Chemistry Teacher follows any guidance or requests from the Campus Director The Chemistry Teacher notifies the Campus Director about any relevant precautions to take around potentially hazardous chemicals and/or lab equipment.
Other students at USP	<ul style="list-style-type: none"> Participating in community events, group assemblies and offering support as needed.
Student Administrative Services	<ul style="list-style-type: none"> Ensuring student details are correct and the relevant enrollment information and grades are shared.
Librarian	<ul style="list-style-type: none"> Requesting use of the library, as well as library support and education as needed.
IT Support	<ul style="list-style-type: none"> Requesting IT support for self and students as needed. Maintaining IT equipment provided by the campus and following any necessary rules to keep equipment safe and in good condition.
Finance Team	<ul style="list-style-type: none"> Sharing information about students and staying informed of any payments deadlines – and passing on information to students as needed.
Cleaners	<ul style="list-style-type: none"> Requesting cleaners support as needed
Security	<ul style="list-style-type: none"> Seeking support as needed to ensure the safety of staff and students
Conference Hall and Lodge Manager / Estates and Infrastructure Manager	<ul style="list-style-type: none"> Notification of any maintenance needed
Administrative support staff / Front Desk staff	<ul style="list-style-type: none"> Chemistry teachers supports staff with marketing and administrative requests for information as needed

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KEY RESULT AREAS / KEY ACHIEVEMENT AREAS

Aim: KRAs to have a logical heading. KRAs: 4 – 6.in total Key tasks : 4-5 tasks per KRA. Performance Measures: Identify the performance standards for someone doing the job at the 100% level. Use both quantitative and qualitative measures, Measures the KRA as a whole, not every task. Maximum 3 measures for each KRA Include KRA for Corporate Responsibilities which is generic to all positions

Key Result Areas <i>Jobholder is responsible for</i>	Performance Measures <i>Jobholder is successful when</i>
1. Teaching CHF02, CHF03, CHP02 and CHP03	<ul style="list-style-type: none"> • High pass rates are reported • High student retention rates are reported / few students drop out • Students report enjoying Chemistry classes and are looking happy around the Campus.
2. Marketing <ul style="list-style-type: none"> • Teacher supports the marketing of Chemistry courses • Teacher supports annual Chemistry competition • Teacher shares information about Chemistry career pathways • Teacher shares photos of chemistry-related activities and events and writes short pieces for social media/local media 	<ul style="list-style-type: none"> • An equivalent or higher number of students enroll in the Chemistry course than the previous Semester • The Chemistry Competition successfully happened each year • The Chemistry Teacher can advice students, high school teachers and parents about potential career pathways after completing Chemistry courses.
3. Community spirit <ul style="list-style-type: none"> • Teacher participates in community events and supports organization as needed. • Teacher participates in weekly assembly • Teacher is a friendly and helpful member of the community 	<ul style="list-style-type: none"> • Staff report teacher participation in community events and assemblies. • Staff, students and campus guests report the teacher is friendly and helpful.
4. Management of the science laboratory	<ul style="list-style-type: none"> • The Chemistry lab visually looks tidy and organised. • Safeguards are visibly in place to reduce risk. • Any accidents are logged, as well as precautions taken to mitigate future accidents. • Supplies needed for learning are procured well ahead of time. • Chemical are safely stored and used.

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TERMS & CONDITIONS

Salary: \$23,386.14

Length of Contract: 3 years

Gratuity and Allowances: \$1000 end of contract bonus

Other Benefits: Housing and return flights to home island or nation.

POSITION SPECIFICATION

Qualifications (or equivalent level of learning)

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none">• A bachelors degree with a focus on Chemistry• A teaching qualification	<ul style="list-style-type: none">• A bachelors degree or postgraduate qualification which includes some focus on teaching and education• A postgraduate qualification (e.g. a Post graduate diploma or masters)

Knowledge / Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none">• Teaching experience	<ul style="list-style-type: none">• Experience working with young people• Experience teaching Chemistry at college or tertiary level• Experience teaching in the Pacific• Experience being responsible for a chemistry laboratory

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<i>Expert level</i>	<ul style="list-style-type: none">• Delivers creative and engaging Chemistry classes.• Inspires students to develop an interest in Chemistry and pursue career paths in the field.• Ensures students and the community understand how to use the lab safely and use chemicals safely around the school.• Is proactive in organizing an annual chemistry competition and community events.• Engages with local actors who work in Chemistry fields. Explores how the university can support local initiatives and how students can learn from local organisations, departments and businesses. Finds opportunities for guests to speak to students and for students to go on trips and see how their subject is relevant to work in the real world.• Pursues further studies in the Chemistry field.
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	<ul style="list-style-type: none"> Actively engages in professional development related to teaching. Explores opportunities to use technology in the classroom. Is available reliably during work hours to support students' studies and to support the creation of a welcoming learning environment. Enthusiastically participates in the organization of USP events.
<i>Advanced level</i>	<ul style="list-style-type: none"> Enthusiastically creates and conducts engaging Chemistry lessons for students. Inspires students to develop an interest in Chemistry and pursue career paths in the field. Ensures students and the community understand how to use the lab safely and use chemicals safely around the school. Is proactive in organizing an annual chemistry competition and community events. Engages with people working in the Chemistry locally. Is aware of relevant local and international research. Keeps knowledge up to date and engages in professional development. Is available reliably during work hours to support students' studies and to support the creation of a welcoming learning environment. Participates in USP community events.
<i>Working level</i>	<ul style="list-style-type: none"> Plans and leads Chemistry classes which enable students to do well at their studies. Gives engaging classes that inspire students to further study. Puts procedures in place to ensure the lab is used safely. Co-leads the annual Chemistry competition for high schools. Is available reliably during work hours to support students' studies and to support the creation of a welcoming learning environment. Participates in USP community events.
<i>Awareness level</i>	<ul style="list-style-type: none"> Can conduct Chemistry lessons which enable students to pass their course. Can enforce procedures that ensure students safely use the laboratory. Can support the organization of an annual Chemistry competition for high school students. Reliably comes to work and is ready to start classes on time.

APPROVAL

Supervisor name:

Supervisor's Signature:

Date:

Staff Name:

Staff ID:

Staff Signature:

Date:

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