

## JOB OPPORTUNITY

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994.

We are now seeking a qualified Cambodian candidate to fill in the Full-time position of Teacher for Child Development Center (CDC) and mobile library to be based in Battambang province.

**Job Title:** CDC teacher/librarian  
**Employment type:** Full-time, 40 hours/week; 1- year contract  
**Location:** Based in Battambang province

### Position Summary:

The successful candidate will be trained on how to run a mobile library and teach children to read Khmer. The candidate will run the mobile library and teach students in the Child Development Center (CDC) using arts integrated, child centered learning.

The candidate will receive Capacity Building in arts-integrated instruction from Phare Ponleu Selpak's Arts Education Specialist and other qualified PPSA Education staff. The candidate will use Khmer phonetics and arts-integrated lessons to help students raise their grade level.

### Duties and Responsibilities

#### CDC duties:

- Design and follow a complete child-led teaching plan
- Teach Khmer alphabet, reading and writing numeracy, soft skills and science along with basic drawing, music, theatre and dance as well as personal, social and emotional skills
- Organize learning material and resources including Montessori style materials and art materials
- Use a variety of activities and instructional methods (songs, stories, media, theatre, dance, structured games, art, outdoor activities etc.) to motivate and stimulate children's abilities
- Assess students' performance and progress to ensure they are mastering the skills on regular basis
- Monitor children's interactions and nurture cooperation and sharing
- Select and use instructional methods and materials appropriate to the students and learning activities.
- Adapt standard teaching methods to meet different student needs and interests
- Utilize positive classroom management systems
- Observe, evaluate and record children's social and academic progress every month
- Provide constructive feedback to parents, guardians and administration
- Prepare weekly, monthly and yearly plan
- Prepare and distribute written monthly and quarterly reports
- Plan and order classroom equipment and supplies
- Collaborate with the two arts schools and education colleagues to integrate art into curriculum
- Maintain a calendar on Microsoft Outlook
- Check and respond to emails daily
- Perform required administrative duties including attending staff meetings

- Uphold the school code of conduct and all school policies, rules and procedures in a supportive and positive manner

**Librarian duties:**

- Prepare weekly, monthly and annual plans
- Prepare and distribute written monthly, quarterly and yearly reports
- Provide idea or information about how to choose books or reading books
- Prepare and maintain books
- Create a positive and welcoming environment that is conducive to reading books
- Share about programs or activities in Phare Ponleu Selpak to community
- Observe and help student who want to study in public school, CDC or art skills
- Share about advantages of reading books
- Communicate with chief of village to know about location and Participants
- Collaborate with the two arts schools to integrate singing, dancing, theatre, circus and visual arts into library activities

**Qualifications Requirement:**

- Bachelor's degree in education or equivalent
- Must be able to speak, read and write high level of English.
- Must be willing to learn how to use phonetics and the arts to teach public school subjects.
- Preference given to:
  - those with experience teaching Khmer using phonetics,
  - those with experience using the arts to teach all school subjects,
  - those with a higher level of English, and those who can demonstrate how to use positive discipline to manage a classroom.
  - Knowledge and experience in child led techniques such as Montessori, Reggio Emilio, Waldor, and or Project Based Learning
- Proven working experience as a teacher
- Creative and artistic teaching abilities
- Teaching and organizational skills
- Patience and flexibility
- Strong communication skills both Khmer and English
- Be able to use basic computer (word, excel, PowerPoint and email)
- Knowledge of using library system
- Understanding and proficiency in relevant technology
- Knowledge of current educational and instructional methodologies and techniques

Please submit your application with detailed CV and recent photo to PPSA through contact below  
**by 6:00PM of April 19, 2024**

Attention: HR Coordinator

Anhchanh village, Ochar commune, Battambang city, Battambang province, Cambodia.

Or [vuthyra.t@phareps.org](mailto:vuthyra.t@phareps.org)

Short-listed candidates only will be contacted for interview. The successful candidate must adherence to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.