

# Taejon Christian International School

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## OVERSEAS DIRECT HIRE (ODH) FACULTY & STAFF SALARY AND BENEFITS

*Including Teacher's Job Description & Role Model Statement*

### 2009-2010



**IBO World School—Diploma & PYP Authorized & MYP Candidate  
School Accredited by The Western Association of Schools and Colleges, U.S.A.  
Boarding Accredited by The Association of Christian Schools International**

# TCIS STAFF SALARY SCALE 2009-2010

## NOTES

- # Up to 8 years previous experience may be credited
- \* Must be approved graduate level courses
- \*\* Salary steps continue beyond fifteen (15) years at the same increment as 14 to 15

Bachelors'		Faculty (\$US + KRW)		Boarding (\$US + KRW)		Bachelors'+		Faculty (\$US + KRW)		Boarding (\$US + KRW)		Masters'		Faculty (\$US + KRW)		Boarding (\$US + KRW)	
Level	Step	\$US Dollar	+ Korean Won	\$US Dollar	+ Korean Won	\$US Dollar	+ Korean Won	Level	Step	\$US Dollar	+ Korean Won	\$US Dollar	Step	\$US Dollar	+ Korean Won	\$US Dollar	+ Korean Won
BA	0	\$17,356	W11,216,000	\$13,672	W10,682,000	\$17,382	W11,856,000	BA+	0	\$17,382	W11,856,000	\$13,698	0	\$17,409	W12,497,000	\$13,723	W11,902,000
BA	1	\$17,569	W11,991,000	\$13,875	W11,420,000	\$17,595	W12,632,000	BA+	1	\$17,595	W12,632,000	\$13,900	1	\$17,622	W13,272,000	\$13,926	W12,640,000
BA	2	\$17,782	W12,766,000	\$14,078	W12,158,000	\$17,808	W13,407,000	BA+	2	\$17,808	W13,407,000	\$14,103	2	\$17,835	W14,047,000	\$14,128	W13,378,000
BA	3	\$18,003	W13,743,000	\$14,289	W13,089,000	\$18,030	W14,396,000	BA+	3	\$18,030	W14,396,000	\$14,314	3	\$18,057	W15,048,000	\$14,340	W14,332,000
BA	4	\$18,217	W14,533,000	\$14,492	W13,841,000	\$18,243	W15,185,000	BA+	4	\$18,243	W15,185,000	\$14,518	4	\$18,270	W15,838,000	\$14,543	W15,084,000
BA	5	\$18,440	W15,553,000	\$14,704	W14,813,000	\$18,467	W16,218,000	BA+	5	\$18,467	W16,218,000	\$14,730	5	\$18,494	W16,883,000	\$14,757	W16,079,000
BA	6	\$18,654	W16,357,000	\$14,908	W15,579,000	\$18,686	W17,153,000	BA+	6	\$18,686	W17,153,000	\$14,940	6	\$18,719	W17,949,000	\$14,971	W17,094,000
BA	7	\$18,868	W17,162,000	\$15,112	W16,344,000	\$18,895	W17,826,000	BA+	7	\$18,895	W17,826,000	\$15,138	7	\$18,923	W18,491,000	\$15,164	W17,611,000
BA	8 #	\$19,099	W18,377,000	\$15,332	W17,502,000	\$19,127	W19,060,000	BA+	8 #	\$19,127	W19,060,000	\$15,359	8 #	\$19,155	W19,743,000	\$15,386	W18,803,000
BA	9	\$19,314	W19,203,000	\$15,537	W18,289,000	\$19,342	W19,886,000	BA+	9	\$19,342	W19,886,000	\$15,564	9	\$19,370	W20,569,000	\$15,591	W19,589,000
BA	10	\$19,529	W20,029,000	\$15,742	W19,075,000	\$19,557	W20,712,000	BA+	10	\$19,557	W20,712,000	\$15,769	10	\$19,585	W21,395,000	\$15,795	W20,376,000
BA	11	\$19,745	W20,895,000	\$15,948	W19,900,000	\$19,774	W21,576,000	BA+	11	\$19,774	W21,576,000	\$15,975	11	\$19,802	W22,257,000	\$16,002	W21,198,000
BA	12	\$19,964	W21,801,000	\$16,156	W20,763,000	\$19,992	W22,480,000	BA+	12	\$19,992	W22,480,000	\$16,183	12	\$20,020	W23,158,000	\$16,209	W22,055,000
BA	13	\$20,184	W22,751,000	\$16,366	W21,668,000	\$20,212	W23,425,000	BA+	13	\$20,212	W23,425,000	\$16,392	13	\$20,240	W24,099,000	\$16,419	W22,951,000
BA	14	\$20,406	W23,747,000	\$16,577	W22,616,000	\$20,433	W24,414,000	BA+	14	\$20,433	W24,414,000	\$16,603	14	\$20,461	W25,081,000	\$16,629	W23,886,000
BA	15 **	\$20,630	W24,790,000	\$16,790	W23,609,000	\$20,657	W25,448,000	BA+	15 **	\$20,657	W25,448,000	\$16,816	15 **	\$20,684	W26,106,000	\$16,842	W24,863,000
Masters'+		Faculty (\$US + KRW)		Boarding (\$US + KRW)		Ed. Specialist*		Faculty (\$US + KRW)		Boarding (\$US + KRW)		Ph.D.		Faculty (\$US + KRW)		Boarding (\$US + KRW)	
Level	Step	\$US Dollar	+ Korean Won	\$US Dollar	+ Korean Won	Level	Step	\$US Dollar	+ Korean Won	\$US Dollar	+ Korean Won	Level	Step	\$US Dollar	+ Korean Won	\$US Dollar	+ Korean Won
MA+	0	\$17,462	W13,778,000	\$13,773	W13,121,000	ES	0	\$17,488	W14,418,000	\$13,798	W13,731,000	PhD	0	\$17,515	W15,058,000	\$13,824	W14,341,000
MA+	1	\$17,675	W14,553,000	\$13,976	W13,860,000	ES	1	\$17,701	W15,194,000	\$14,001	W14,470,000	PhD	1	\$17,728	W15,835,000	\$14,026	W15,081,000
MA+	2	\$17,888	W15,328,000	\$14,179	W14,599,000	ES	2	\$17,914	W15,969,000	\$14,204	W15,209,000	PhD	2	\$17,941	W16,610,000	\$14,229	W15,819,000
MA+	3	\$18,111	W16,354,000	\$14,391	W15,575,000	ES	3	\$18,138	W17,007,000	\$14,417	W16,197,000	PhD	3	\$18,165	W17,659,000	\$14,443	W16,818,000
MA+	4	\$18,324	W17,143,000	\$14,595	W16,327,000	ES	4	\$18,351	W17,796,000	\$14,620	W16,949,000	PhD	4	\$18,378	W18,449,000	\$14,646	W17,570,000
MA+	5	\$18,549	W18,212,000	\$14,809	W17,345,000	ES	5	\$18,577	W18,877,000	\$14,835	W17,978,000	PhD	5	\$18,604	W19,541,000	\$14,861	W18,611,000
MA+	6	\$18,769	W19,147,000	\$15,018	W18,235,000	ES	6	\$18,794	W19,746,000	\$15,042	W18,806,000	PhD	6	\$18,818	W20,345,000	\$15,065	W19,376,000
MA+	7	\$18,978	W19,821,000	\$15,217	W18,877,000	ES	7	\$19,005	W20,485,000	\$15,243	W19,510,000	PhD	7	\$19,033	W21,150,000	\$15,269	W20,143,000
MA+	8 #	\$19,212	W21,109,000	\$15,440	W20,104,000	ES	8 #	\$19,240	W21,792,000	\$15,467	W20,754,000	PhD	8 #	\$19,268	W22,475,000	\$15,493	W21,405,000
MA+	9	\$19,427	W21,934,000	\$15,644	W20,890,000	ES	9	\$19,455	W22,617,000	\$15,671	W21,540,000	PhD	9	\$19,483	W23,300,000	\$15,698	W22,190,000
MA+	10	\$19,642	W22,761,000	\$15,849	W21,677,000	ES	10	\$19,670	W23,444,000	\$15,876	W22,327,000	PhD	10	\$19,698	W24,127,000	\$15,903	W22,978,000
MA+	11	\$19,861	W23,684,000	\$16,058	W22,556,000	ES	11	\$19,890	W24,398,000	\$16,086	W23,236,000	PhD	11	\$19,920	W25,111,000	\$16,114	W23,915,000
MA+	12	\$20,081	W24,648,000	\$16,268	W23,475,000	ES	12	\$20,112	W25,393,000	\$16,297	W24,184,000	PhD	12	\$20,143	W26,139,000	\$16,327	W24,894,000
MA+	13	\$20,304	W25,655,000	\$16,480	W24,434,000	ES	13	\$20,336	W26,434,000	\$16,510	W25,175,000	PhD	13	\$20,368	W27,212,000	\$16,541	W25,916,000
MA+	14	\$20,528	W26,707,000	\$16,693	W25,435,000	ES	14	\$20,562	W27,520,000	\$16,725	W26,209,000	PhD	14	\$20,595	W28,333,000	\$16,757	W26,983,000
MA+	15 **	\$20,754	W27,804,000	\$16,909	W26,480,000	ES	15 **	\$20,789	W28,654,000	\$16,942	W27,289,000	PhD	15 **	\$20,825	W29,503,000	\$16,976	W28,098,000



## Overseas Direct Hire (ODH) Faculty Salary & Benefits

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|---|---|
| <b>1. Salary</b>  | The salary scale is shown on page 1. All Korean income and Social Security taxes are paid by TCIS.  |
| <b>2. Retirement</b>  | TCIS contributes 8% of the salary amount on a quarterly basis to one of four options: <ol style="list-style-type: none"> <li>i) The school's recommended TIE Care, International Annuity Plan</li> <li>ii) An identified and reputable protected retirement fund to which the employee is already contributing</li> <li>iii) Reducing an identified educational debt</li> <li>iv) An identified real estate investment to be used toward retirement (e.g., mortgage)</li> </ol> |
| <b>3. End-of-Service Reserve Social Security &amp; Korean Social Security</b> | TCIS contributes an amount equal to 8% of total salary (Dollars and Won) to the Korean Social Security Fund. This amount, plus interest, can be claimed from the Korean government at the end of the employee's last TCIS contract.   |
| <b>4. Income Tax</b>  | TCIS pays all Korean income tax due on salary paid by the school.   |
| <b>5. Travel</b>  | Full-time TCIS faculty are provided: <ul style="list-style-type: none"> <li>• One-way airfare for the employee and dependent children from the home of record to Korea for the initial employment year</li> <li>• One-way airfare for the employee and dependent children from Daejeon to home of record for the final TCIS employment year</li> <li>• Annual round trip airfare to the home of record in the interim years</li> </ul>  |
| <b>6. Relocation Allowance</b>  | TCIS provides initial relocation allowances of \$1000 per adult and \$200 for each child to cover shipping, passport, visa, and postal expenses. Any approved expenses beyond the cap should be submitted for reimbursement with an itemized list. Each new employee receives W100,000 upon arrival in Korea. The departing relocation allowance is given to employees upon the fulfillment of contract for approved shipping-related expenses only.                            |
| <b>7. Housing</b>   | Housing is provided and includes basic furniture such as living room set, TV, bed(s), dresser, dining table and chairs, range, refrigerator, microwave, and washer. A dryer is provided to married couples with two or more children. Telephone and initial hook-up are provided with the employee paying monthly charges. Maintenance on housing is provided at school expense.  |
| <b>8. Utility Allowance</b>   | TCIS provides free utilities with the exception of the monthly telephone, TV cable or satellite dish, and Internet-related charges.   |
| <b>9. Professional Development</b>  | For approved PD activities, TCIS provides \$500 per contract year that can be accumulated up to \$1,000 by carrying it over up to one year. It is unavailable after the first semester of the final year of service.  |
| <b>10. Insurance</b>  | <u><b>Medical &amp; Dental:</b></u> TCIS offers comprehensive medical and dental coverage through AETNA Global Benefits. TCIS also has two local hospitals that offer billing through the school. Optical coverage is not included.<br><u><b>Liability:</b></u> Faculty are covered within appropriate limits by professional liability insurance.  |
| <b>11. Leave</b>  | <u><b>Annual Leave:</b></u> Approximately eight (8) weeks annual leave in addition to at least two weeks at Christmas and one week in the spring<br><u><b>Sick Leave:</b></u> Ten (10) days per year, accumulative to forty (40) days. (No cash benefits for unused days)<br><u><b>Compassionate Leave:</b></u> Granted by the Headmaster for the death or severe illness of an immediate family member   |



## Overseas Direct Hire (ODH) Faculty Salary & Benefits

### 11. Leave-Continued

***Personal Leave:*** Three (3) days per year other than the day before or the day after a long weekend, holiday, or vacation. A maximum of three (3) people may take personal leave on the same day. After two years of completed service, employees earn an additional two personal days that are available for travel to interviews and attendance at recruitment fairs for future employment after leaving TCIS.

***Maternity Leave:*** Maternity/Paternity leave is arranged in advance in consultation with the division supervisor and approved by the headmaster. A full-time female employee is provided 60 calendar days of maternity leave from the date of birth of a child. Sick leave or unpaid leave may be taken during the week prior to the official due date, with headmaster approval in consultation with the mother's division supervisor. Leave after miscarriage or adoption is covered by the school's Policy Manual.

Note: No additional leave is granted for any part of maternity leave coinciding with summer vacations or holidays. This leave is intended for the care of the newborn and recuperation of the mother.

***Paternity Leave:*** A full-time male employee is provided five working days paternity leave (inclusive of labor) for the birth of a child within 10 days after labor and birth. Up to three days leave is provided in the case of a miscarriage. In the case of medical complications for the newborn or the mother, the father may use sick leave if more than five days leave is required, with headmaster approval in consultation with the division supervisor.

### 12. Legalties

TCIS will :

- Pay for renewal of visas and residence permits (Both employee and dependent children).
- Assist in getting a Korean Driver's license.
- Assist in processing insurance claims.
- Assist in traffic or other police-related matters.

### 13. Vehicles

Vehicle availability is limited and there is a mileage charge for personal use. A commercial vehicle license is required to drive a van. For staff required to operate a van, acquiring such a license is recommended prior to coming to Korea. For personal travel, public transportation is recommended.

### 14. Children

Full-time TCIS faculty are provided:

- Full tuition and fees for dependent children attending TCIS.
- An Early Learning Center for children too young to attend school during the working day.
- Travel, medical, and legal benefits for dependent children.
- Up to a W1,000,000 per year child care subsidy to parents who need additional service in order to accomplish professional duties. Both parents must be full-time employees and children must be too young to attend school. A pro-rated amount is provided if either parent is less than full-time.

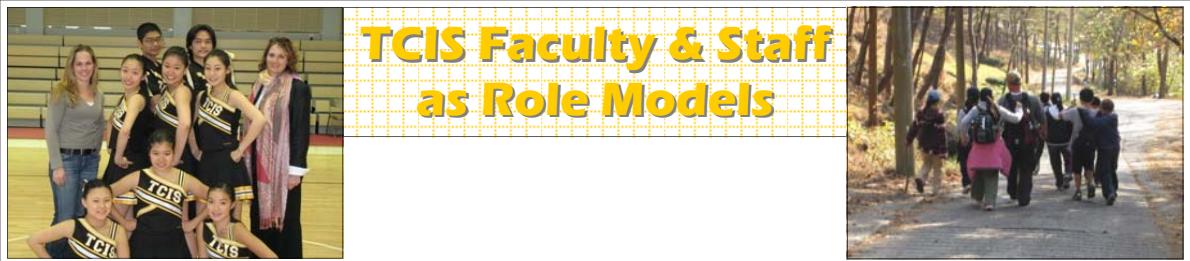
### 15. Free Lunch Program

TCIS provides the lunch meal to full-time and part-time employees and to their children who are registered either in the school or the Early Learning Center.



## TCIS Teacher's Job Description

1. ***Full-time Faculty*** at TCIS are provided adequate planning time for the teaching assignment, which varies between each school division. The specific teaching assignment is provided by the division head upon the completion of the annual master schedule. Secondary faculty may be assigned to cover a study hall. Full-time faculty are on duty a minimum of fifteen (15) minutes before the start of school and until a minimum of fifteen (15) minutes after school or approximately 7:55 A.M. - 3:20 P.M.
2. ***Full-time Faculty*** at TCIS are expected to attend in-services, department and divisional meetings, all evening PTA meetings, and various committee meetings. All full-time faculty are expected to annually assume responsibility for one co-curricular activity of approximately thirty-six (36) hours student contact time. An exemption from co-curricular responsibilities is made for one parent of a full-time teaching couple with a pre-school dependent child. Full-time faculty are expected to attend school activities such as dramas, concerts, and athletic events. Secondary faculty will have various duties on a rotating basis, including detention duty and lunch duty. Additional opportunities are in the form of supervising social, fine arts, and athletic events. Elementary faculty have recess duty on a rotating basis and lunch and bus duty every day, as well as at the elementary soccer tournament, International Festival and Field Day.
3. ***Part-time Faculty*** at TCIS are expected to teach assigned classes and accept other limited assignments when asked, as well as to attend in-services, departmental and divisional meetings, all PTA meetings, and various committee meetings. Part-time faculty are eligible for club and co-curricular assignments, and are highly encouraged to support school activities by attending events such as dramas, concerts, and athletic events.



Members of a Christian school faculty and staff are expected to live a lifestyle that encourages the spiritual growth and edification of each student. The TCIS Board of Trustees policy manual states:

#### Faculty Qualifications

Taejon Christian International School shall provide the highest possible standards of professional and academic service. The essence and foundation of a Christian school is the Christian teacher. Therefore, it is the policy of the school to select exclusively as instructional personnel those who demonstrate both academic excellence and Christian conviction.

#### Professional Staff Conduct

Staff members shall be Christian and display an attitude of loyalty to the school and shall conduct themselves in such a way as not to bring discredit to the school. They are expected to work conscientiously within the framework of the philosophy, policies, and regulations of the school. Each staff member shall strive to ensure that students and colleagues are not ridiculed or disparaged in any way. Use of tobacco products and drinking of alcoholic beverages is prohibited in the local community and any abuse of these products may result in disciplinary action and/or termination of service.

TCIS staff members' manner of dress, speech, entertainment, punctuality, respect for one another and for school property, participation in community spiritual events, and personal spiritual health and well-being will be reflected in TCIS students to an exaggerated degree. TCIS staff are examples and are expected to exhibit Christian commitment and character to one another and the student body in both word and action.

More specifically, the TCIS Board of Trustees and school administration expect staff members to fully support the school's spiritual program by regular attendance to chapels, consistent integration of biblical worldview in and out of the classroom, and appropriate prayer and scripture referencing in classrooms, as well as regular participation in corporate community worship. Staff members are also highly encouraged to "provoke one another to love and good deeds" via participation in a variety of Bible studies, devotions, and mission opportunities.