Jay Pritzker Academy (JPA) is a registered international NGO. Our mission is to provide accessible, high quality education to talented and motivated children in Siem Reap province, equipping them with the knowledge, skills and language to succeed locally and globally.

Job Title: Librarian and Remedial Reading Support
Overview: Run the school library, and provide remedial English reading instruction to elementary school students.

Responsibilities
- Organize, administer and develop the school library, its assets and databases.
- Maintain consistent cleanliness, order and protection of the library's books and other resources.
- Deliver remedial English language reading activities to elementary school students when required.
- Organize regular library events, such as children's storytelling and research training.
- Support students and library members in selecting appropriate reading materials.
- Communicate with library members regarding overdue books and related issues.
- Educate library members on how to search for information within the library databases.
- Develop students' interest in literature in a positive manner.
- Oversee the high school's daily current affairs viewings at the start of each school day.
- Provide cover for any absent teachers.
- Additional duties as required.

Requirements
- Hardworking, honest, highly motivated, and a passion for reading.
- Strong interpersonal skills and ability to communicate well with children, parents and colleagues.
- Advanced spoken and written English language skills, and the ability to support young students in their English language reading development.

Benefits
- Starting salary $450 per month.
- Training and professional development in a school with a proven track record of delivering outstanding education.
- NSSF and private national insurance coverage.
- Working up to 5.5 days per week with around 40 days paid holiday and leave per year.

To apply, please send a CV and cover letter to careers@jpa.org.kh. Only applicants invited to interview will be contacted.

Closing date: Friday 10th May, 2024