



EKAMAI INTERNATIONAL SCHOOL

JOB VACANCY

Position Title: Campus Supervisor (Female, 2 Positions)
Type of Appointment: One-year contract with the possibility of extension
Desired Start Date: August 1, 2025
Closing Date: May 20, 2025

Job Overview:

We are currently seeking two responsible and proactive female Campus Supervisors to join EIS. The Campus Supervisor plays a vital role in maintaining a safe, respectful, and orderly school environment. This role involves monitoring student behavior, supporting administrative duties, and ensuring that school policies are consistently enforced across the campus.

Responsible to: Section Principal/Supervisor Coordinator

Main Duties:

- Supervise and maintain a visible presence in assigned areas across all school buildings to promote a safe and orderly environment.
- Monitor student dress code and enforce uniform compliance.
- Observe and manage student behavior in classrooms, hallways, common areas, and during breaks.
- Manage and issue student attendance slips.
- Collaborate with school departments such as Security, Housekeeping, Maintenance, Counseling, and Student Council to support the well-being of students and staff.
- Patrol the campus—including entrances, exits, and general grounds—to ensure safety and time management.
- Supervise lunch breaks for students and assist during after-school dismissal.
- Prepare and maintain attendance folders and monthly attendance records.
- Ensure students and teachers are in their assigned classrooms on time.
- Submit reports and incident updates via email to the Section Principal.
- Support the school administration with duties and tasks as assigned.

Qualifications:

- Female candidates only (2 positions available).
- Seventh-day Adventist church member in good standing.
- Bachelor's degree in English, Management, or any related field.
- Can communicate well in English.
- Experience in supervision or working with students is an advantage.
- Responsible, observant, calm, and professional in handling students.
- Friendly and able to work well as part of a team.

Click apply from here:

<https://www.eis.ac.th/job-application-form/>