



EKAMAI INTERNATIONAL SCHOOL

JOB VACANCY

Position Title: Campus Supervisor
Type of Appointment: One-year contract with the possibility of extension
Desired Start Date: September 1, 2026
Closing Date: August 25, 2026

Job Overview:

We are currently seeking responsible and proactive 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, assisting with administrative duties, and ensuring that school policies are consistently enforced across campus.

Responsible to: 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, including 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 students' lunch breaks 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 and Supervisor Coordinator.
- Support the school administration with assigned duties and tasks.
- Record and maintain records of students who arrive late to school or to morning assembly.

Qualifications:

- Male candidates only
- 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.
- Basic to intermediate skills in Microsoft Office and Google Workspace

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