



Asociación Civil Centro Educativo Internacional Anzoátegui

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CEIA Staff Handbook

2025/2026



Introduction

Our aim in producing this document was to create a one-stop information point where you can access all the information you are likely to need regarding your employment with us. This handbook aims to provide employees with information to help them to develop a successful career within the school. It sets out employees' rights and entitlements as well as expectations and requirements about their working life at the school.

The Handbook and corresponding policy documents form part of your contract of employment with CEIA.

The document gives an overview of the terms and conditions of your employment and outlines what you can expect from us as your employer. In return, we ask for a high degree of commitment, dedication, and loyalty to help us achieve the school's aims and objectives.

It is advised that this handbook be included in the induction of new employees. It is designed to be read in conjunction with the contract of employment.

I hope you find this a useful guide during your employment with us. However, if you are unable to find the answer to your question here, please feel free to contact the School Director.

Ms. Daniela Medina

Director

CEIA

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About the School

School's Contact Information

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Employment at CEIA

CEIA believes its employees are its greatest asset and recognizes its responsibility to ensure they are afforded appropriate development throughout their employment. This development begins at the Induction stage when a new employee joins.

Our aim is to support and develop employees in their role so that they feel confident to undertake the responsibilities placed upon them and ultimately are able to contribute to the success of the school.

Prerequisites

CEIA continuously seeks qualified individuals to join its family. Basic prerequisites are set according to CEIA standards and the official authorities (the Ministry of Education and the Ministry of Labor). Below are the minimum requirements for an applicant to be considered a candidate for a teaching job at CEIA:

- Venezuelan employees applying to work as teachers must have a Bachelor's degree in Education or a related degree to the subject area they will teach.
- Non-Venezuelan employees are limited to teaching jobs and must satisfy 2 main conditions: a Bachelor's degree in Education (or in the subject area that they will teach).

Hiring process and documents

Applicants interested in working at CEIA undergo a series of interviews and tests to qualify for the vacancy. Once accepted, all employees are requested to provide the Administrative Department with all required hiring documents before starting the job. The required documents are:

For Local Employees:

- C.V.
- Original graduation degree (or certified copy)
- Original birth certificate (or certified copy)
- 4 personal photos (passport size)
- A valid national ID (passport) copy will be needed of the original
- Background check
- Letters of experience/reference
- Professional development certificates
- Original health certificate and psychiatric certification.

For Non-Venezuelan Employees (Expat teachers only)

- C.V.
- Original graduation degree translated into English (if necessary). Notarized in the employee's county of origin.
- Letters of experience for at least 2 years of experience in the teaching field outside Venezuela.
- 4 personal photos (passport size)
- Professional development certificates
- Background check
- Original health certificate and psychiatric certification.

All employees are required to have a local bank account and one in their host country. New employees need to have the host country bank information upon or before arrival.

Employment Contracts

As an employee of CEIA, you will receive a Contract of Employment setting out specific terms and conditions of service as they relate to your post. This includes details of, but not limited to:

- The names of the employer and the employee;
- The date of employment (and the period of continuous employment);
- Remuneration and the intervals at which it is to be paid;
- The entitlement of the employer and employee to notice of termination;
- Where it is not permanent, the period for which the employment is expected to continue or, if it is for a fixed term, the date when it is to end.

Binding documents

The relationship between CEIA and its employees is governed by the Venezuelan labor laws.

Duration of work

The school year starts in August and ends in June. Exact dates are stated in the yearly school calendar and may vary somewhat due to local and official holidays of the host country. Generally, teachers are expected to work 180+ days in a school year.

The school week starts on Monday and ends on Friday; however, staff members might be required to attend meetings outside of school hours.

Salaries

All staff members will have a local bank account and a US dollar account. Salaries will be transferred or paid in cash only if there's cash flow. Expat employees will be paid in dollars regardless of their home country.

Should you have any queries whatsoever regarding your salary, please contact the school

administrator at all times. Salaries and remuneration packages should be kept confidential and should not be a subject of discussion between colleagues.

Contract Termination

*A two-week notice is required by both parties for contract termination.

CEIA reserves the right to terminate the contract of Staff Members due to misconduct or other reasons stated in the employment contract.

Immediate termination of the contract without adhering to written or verbal warnings can be executed if CEIA has reasonable grounds to believing that the member of staff is involved in theft or fraud; under influence of illegal substances or alcohol; aggressive or threatening behavior towards another member of staff or student; abusing the sick leave or absenteeism; criminal offenses or conduct which prejudice the name of the school.

General Expectations

Language

The official language of communication at CEIA is English. English should be used both by teachers and students daily, both in and outside the classroom.

Mobile Phones

Mobile phones should only be used during free lessons and not while on duty, in class, or in the playground. Since students are prohibited from using their mobile phones when in their classrooms (only for educational purposes), teachers should be role models in this aspect.

Dress Code

At all times, staff members will set a positive example for the students by dressing in a conservative and professional manner. The dress code should adhere to the culture and values of Venezuela.

Daily dress should be clean and tidy. Any unusual mode of dress that calls for undue attention is discouraged. No flip-flops and tattoos should be distracting or in bad taste.

P.E. teachers may be an exception. They will be dressed in a proper sports outfit. There will be special dress “codes” for special occasions within the school year.

Smoking

CEIA campus is a non-smoking zone. Smoking by members of the staff is not allowed in classrooms, in public areas, or in the parking area. Teaching and Administration staff members are not allowed to smoke in front of any student or parent within the school premises.

Physical Contact with students

All physical contact between employees and students should have a valid educational purpose and objective, meeting the student's (not the staff member's) needs.

The use of physical contact or force in order to impose the staff members' will upon a student, except in an emergency situation, is strictly prohibited and grounds for removal.

Employees who observe physical contact between students and employees that they deem to be inappropriate are expected to report such observations to the management of the school as soon as possible. If the contact is perceived to be immediately harmful by the observer, prompt intervention to prevent further harm is expected.

School Property

Staff members are expected to preserve school property and maintain it at all times in the same manner they deal with their personal property.

Personal use of school equipment, resources, and materials is not allowed unless special permission has been granted.

Staff members must report any malfunction or damage that they notice in any of the school properties (furniture, electronic equipment, playground equipment) to the relevant department to be fixed, even if this property is not directly under their custody. This will help keep the school premises and equipment always operational and in good shape. Total maintenance of the school is everyone's responsibility.

Outside Employment

For the duration of the employment contract, staff members are prohibited from having any other job, such as giving private lessons for pay, inside or outside the school premises. All exceptions to this policy need the approval of the director.

Communication with parents

Parents' communication must be frequent and ongoing. Never allow long periods of time to pass without some sort of communication with parents. Please make a point to communicate the positive aspects as well. Generally, two messages to parents monthly is the standard at CEIA.

*All teachers are required to attend Parent Meetings. All parents' meetings will be held during school working hours. All the students' work should be available and prepared before the start of

the meeting.

Formal parent-teacher conferences take place once a year. These meetings are a chance for parents to come to school and review the progress of their child and be involved in the educational process. There should be NO SURPRISES at these meetings. If children are not meeting expectations, the parents need to know immediately!

Gifts

Teachers will not accept any gifts in any form from the parents or students that might be construed as a bribe or lead the giver to expect preferential treatment.

Personal gifts must not be given to students. It might be perceived that a 'favor' of some kind is expected in return. Any reward given to a student should be consistent with the school's behavior policy, recorded, and not based on favoritism.

Security

Staff Members must not bring any unauthorized person onto the school premises without prior permission from the director. In these circumstances, they are responsible for ensuring that visitors are appropriately monitored during their stay and that they do not access areas or school property inappropriately.

All visitors should have a visitor's pass once they are allowed inside the school premises. It is handed to them at the entrance gate upon submitting their ID to the security personnel. The ID card is kept in the custody of the security until the visitor concludes the visit to the school, then it is returned in exchange for the visitor's card.

Personal Property

Any personal property left on the school's premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended, either on our premises, our vehicles or in your own vehicle. CEIA does not accept liability for loss or damage to any personal property whatsoever.

Please make sure that your personal locker/drawer is secured and locked at all times.

Public appearance

As per the employment contract, performing any act that brings embarrassment to the employee or to the school is grounds for immediate termination. Staff members are not to be involved in any of these activities without the written approval of the School Board of Directors:

- Public appearances on television or radio

- Interviews with newspapers, magazines, etc.
- Chaperoning of trips or activities that have not been approved.

Confidentiality

It is the policy of CEIA that all employment contracts are confidential. It would be considered a breach of ethics, if not policy, for a teacher to discuss the contract terms with other persons. The school reserves the right to terminate the contract if the individual fails to keep all the details of this contract private and confidential.

Staff members must use good judgment when discussing school business, student behavior, or achievement. No school employee shall reveal personal information concerning any student, except under the judicial process.

Staff members are committed to preserving all work-related confidential information that they have access to due to the nature of their job. If this information is shared with other parties, whether inside or outside the school, at any time during the duration of the contract or after its termination, then CEIA preserves the right to sue the employee for revealing confidential business information.

Local and overseas purchases

All school purchases must be made through the Admin Department. No item may be purchased by any member of the staff unless authorization has been given. Any purchases that have been approved must be accompanied by an official receipt before any repayment can be made.

Telephone Calls

School telephones should be used for school-related calls only and not for any personal calls. Routine incoming telephone calls to teachers and students will be reported in message form. Emergency calls will be appropriately handled as emergencies, but teachers will not ordinarily be called to the telephone during the regular teaching day. Emergency calls by students may be made only from the receptionist's office. Emergencies could include, but are not limited to, health-related issues or not having lunch. The office will make the call and not the student. Calls should be made on a teacher's request and not a student's.

Teachers may receive mail at the school's address.

Performance monitoring

Probationary period

All new employees to CEIA are normally subject to a probationary period of **3 months**, during which performance against the requirements of the post is assessed by their direct manager. During this time, appropriate induction, support, and training will be implemented to enable post-holders to reach the required standard.

If the new employee has been proven as inefficient for the job according to the progress report evaluating his performance, personal skills and commitment to the contract terms and the schools' operational procedures -prepared by the direct manager- then the school is eligible to break this contract during the probationary period without any prior notice or announcement and without objection from the employee who will be eligible only for the salary of his actual working days during his employment period.

If, by the end of the probationary period, performance is satisfactory, the employee is confirmed in post. There is no tenure associated with employment at CEIA.

Annual Performance appraisal for teachers

A teacher's performance is based on two criteria: one self-reflection with support data and a supervisory evaluation. A preliminary meeting will be held to sign and agree on the performance appraisal form, and a mid-year formal evaluation and assessment of progress will occur before May 30.

The purpose of the formal evaluation is to determine strengths, weaknesses, and future desires of the individual educators. Should you be meeting our expectations at this meeting, we will ask for a written commitment for you to return the following year.

Should you not meet our standards, a performance improvement plan will be developed with guidance and timelines or you will be informed that you will not join the school for the next academic year.

Should you meet the standards but not wish to return the following year, we will then begin active recruitment for your position.

This evaluation package is directly tied to the adopted curriculum standards. Successful staff members will find the appropriate match between instruction, curriculum, and assessment. There will be evidence of effective communication to all stakeholders.

Throughout the school year, staff members will be the subject of "informal" drop-ins and observations. Many educational discussions will be conducted, and staff members are encouraged

to be active lifelong learners. Teaching staff are welcome to ask for further clarification at any time about the items enclosed in the evaluation package.

Obligations & Responsibilities

Staff members should adhere to the rules and regulations of their specific departments regarding staff meetings, parents' meetings, preparation of lessons, and general organization.

School Discipline

Every member of the staff is expected to contribute to the overall discipline of the school, and, as far as possible, be responsible for disciplinary issues that arise on a daily basis. For more serious matters, the student should be referred to the school Administration Office.

We practice and guide children with every effort to change their behavior. Steps teachers should take when dealing with a discipline problem:

- Ensure you are only dealing with the offenders
- Do not include emotions in your discussion
- Speak in a manner in which you would like to be spoken to
- Allow children a chance to speak
- Make every effort to correct the problem on the spot with no further referral
- Should the matter not be easily solved, refer the matter to the Administration team.
- Do not set unrealistic expectations for students and keep everyone's dignity intact
- Students who retain a repeatable behavioral problem may be referred to Administration for further action that could leave to removal from school.
- Don't make any statements you can't support at a later date.

Students uniforms

In order to maintain and improve the quality of school dress, parents and teachers are requested to help make sure all students are properly attired when coming to school. The message that we are trying to convey is that students, this is your place of work and you need to dress accordingly.

Staff members are responsible for reviewing individual student uniforms at the beginning of and throughout the school day. Individual teachers will counsel students not appropriately dressed in the school uniform, and corrections need to be made ASAP and no later than the following day. (PLEASE NOTE: It is a parent's responsibility to direct children's dress before leaving for school. Please be reminded to keep everyone's dignity intact when dealing with this issue.)

- 1st warning - the parents will be notified
- 2nd warning - Student will be asked to wait in the office until the uniform arrives.

- 3rd warning - A third violation will result in disciplinary action; the student will be sent home.

Campus and playground supervision

As an integral part of their job, teachers will be assigned a duty schedule for supervision on a regular rotating basis throughout the year. During supervision, teachers will:

- Be present in the playground at all times during the assigned periods (morning lines, recesses, at the end of the day after classes, etc.).
- Promenade around the playground and/or supervision area to ensure complete supervision.
- Ensure students remain in assigned areas.
- Supervise the orderly queuing for students when needed.
- Ensure students are following playground regulations - littering, rough playing, improper language is not permitted.
- Administer discipline as needed.
- Should a student be injured during the break, he/she must be immediately escorted to the Administrative Assistant, no matter how trivial the injury might seem.

Educational visits/ study trips

There should always be an educational objective for each trip away from school. All field trips, excursions, or educational visits must be approved by the Administration and, in some cases, by the Ministry of Education. To schedule and initiate field trips and excursions, the procedures are:

- The teacher requesting the trip should complete a field trip request form and submit it to the school director at least one month prior to the proposed date of the activity. The teacher should give all available details of the trip, including itinerary, costs, etc., to the activities coordinator.
- If all approvals are granted, the school will obtain the necessary consent form from the parents. Without parents' notification and approval, a student may not participate in the activity. Should parents wish for their children not to attend, those children will then be the responsibility of the parent for the same amount of time the children are away from school.
- The sponsoring teacher will work with the director to plan all particulars of the trip, including supervision with the adult/student ratio.
- Trip fees should be collected by teachers unless otherwise instructed.

School Events

All Staff Members are required to attend and actively participate in events organized by the school, which will be outlined in the school calendar at the beginning of the school year.

After school activities

All teachers are required to chaperone and supervise extra-curricular activities as part of their job duties.

The director will distribute forms early in the academic year, requesting teachers to choose their area of interest and provide information for the scheduling and planning of these activities. Teachers will plan, organize, and supervise these activities, which include inter-scholastic sports, yearbook, clubs, and special events.

All programs, such as play performances, musical concerts, and fashion shows, need to be approved by the school director and sometimes by the Ministry of Education, especially if they will be performed in public.

If a teacher needs to organize an event or an activity that will involve selling goods like bakery items on the school premises, then a special request for sale form needs to be filled. The form will include details on the items to be sold and the expected selling price. This form needs to be submitted to the director for approval.

Class teachers/homeroom teachers are given a list of their students who are participating in after-school activities. It is solely the teacher's responsibility to make sure that the student has been directed to their activity with the designated adult.

Teachers on ASA duty should stay with students until 4:15 pm. If a student is not picked up by that time, he/she should be sent to the office.

Students' attendance

- Each teacher is responsible for recording daily students' attendance. A list of absent or tardy students needs to be recorded in ThinkWave by 9:00 a.m. to perform required follow-up actions.
- It is very important that the teacher passes any notes coming from the parent regarding the student's attendance or any change in the pickup of the student (by car or by bus) to the Administration Office before 11:00 a.m. to allow for enough time to respond to such requests.
- Notes and attendance lists will be done manually in case of failure to do it electronically for any reason.
- Students will always be responsible for work missed, and teachers are encouraged to develop a plan for follow-up with these absent students. Attendance is a big part of child development, and when it becomes a problem, you are obligated to be in direct communication with the parents and the Administration Office.
- If a student is absent, a phone call will be made to the parent.

- Special arrangements should be made for students who will be absent for an extended period of time, so long as the school Administration has been informed and accepts this absence.
- Tardiness is not only a child problem, but encouragement to the parents is necessary in order to correct this behavior. Teachers are encouraged to develop behavioral plans to assist in changing this bad habit.
- If a child comes late to school, he/she will check in at the reception desk to apply the late policy set by the school. Individual teachers are totally responsible for all aspects of attendance.

Fire Alarm

In the event of a fire drill or a fire, staff members in classrooms are to immediately take the daily register and line up the students. They are to be led in a calm and orderly fashion to the school pavement area, where they will stand in lines according to their classes. Staff members who are not with students are to check toilets and classrooms on their way to the meeting point. Everyone is to remain in the school pavement area until an “all clear” has been established.

Changes in Personal Information

It is very important that our records are correct, as inaccurate or out-of-date information may cause difficulties in situations where contact is required for emergencies. You must notify the Admin Department immediately of all changes in your home address, telephone numbers, emails, examinations passed/qualifications gained, emergency contact, criminal charge, or potential conflict of interest.

Car Parking

Staff coming to school with their own cars may park in the car parks at the front of the school. Please leave the driveway free, as parents use it when dropping off and picking up their children.

Please make sure that you don't block any cars and that you are parked properly and occupying the space of one car only.

Cars should not be left overnight except in emergency situations, and the security personnel in charge have to be informed ahead of time.

Please make sure that you don't leave any valuables exposed in the car while parked. The school holds no responsibility for such items.

Technology Usage and Integration

CEIA (by name and by location) models a state-of-the-art educational environment and has very high expectations for the technology literacy level of our students. At CEIA, we believe that we need to support our students to be global citizens in the fast-changing world around us. They need to be equipped with resources and tools to help them succeed and prepare them for jobs

that don't exist yet. Technology in the classroom is key to ensuring students' skills in the 21st century and is the ideal educational environment.

This goal will never be achieved except with teachers who believe in the importance of integrating technology into education. CEIA provides training sessions for teachers on all the electronic tools available to them.

Each class in CEIA has at least one PC connected to a projector. Other tools are available, like document cameras, laptops, high-quality photocopiers, laser color printers, professional color scanners, speakers, and microphones. Students at the early stages bring their own laptops to school to facilitate 1:1 e-learning.

Teachers must integrate technology into their daily lesson plans (on average, we recommend that at least 20 minutes of each period should be in some sort of electronic form).

All students using laptops have their own e-mail addresses, and the majority of the assignments given to those students should be in an electronic form.

Teachers are encouraged to refer to the IT Department for support and training whenever needed.

Computer Usage Policy

PCs are available in all classes, staffrooms, IT labs, most activity rooms, and libraries. Staff members can access any of these computers using their usernames and passwords provided by the IT Department.

These computers are administered by the IT Department. Installation and/or removal of software applications must ONLY be done by IT personnel.

Usernames and passwords to access the school network must be kept private and confidential and cannot be shared with colleagues or by school visitors.

All actions performed on the school computers, like website visits and printing tasks, are monitored and logged to the school servers.

If a teacher needs to be assigned a school laptop for a certain period of time, a written request approved by the director should be handed to the IT Department. Laptops are delivered upon availability, and relevant signatures must be completed before their release.

Documents photocopying/printing

CEIA is modelling a paperless environment. Electronic communications with parents and colleagues should be the first preference when possible. It is expected from all staff members to minimize the usage of paper, "THINK BEFORE YOU PRINT," and start implementing the process

of recycling.

Printers available in the staffrooms and in public areas can only be used to print sample documents and must never be used to print large documents or copies of sheets for students. Heavy-duty printers are available in the photocopy room for these purposes.

Acceptable Internet Use Policy for Staff

The computer system is owned by CEIA and is made available to students to further their education and to staff to enhance their professional development activities, including teaching, research, administration, and management. The school's Internet Access Policy has been drawn up to protect all parties - the students, the staff, and the school.

- The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited on the school premises or via the school's PCs and laptops.
- Teachers should lock, limit, or remove their public profiles on the Internet via different social networks. These profiles might be accessible to parents and students and should always reveal the same presentable image maintained by the teacher at school.
- Access must only be made via the authorized account and password provided by the IT Department, which must not be made available to any other person.
- Access must only be made via P.C.'s or laptops provided by the IT Department and loaded with the appropriate antivirus and security applications.
- Users are not allowed to access the school's network or access the Internet at the school except after being authorized by the IT Department according to their needs.
- All Internet use should be appropriate and limited to staff professional activity or students' education;
- Activity that threatens the integrity of the school IT systems, or that attacks or corrupts other systems, is forbidden; IT staff members are ready to provide consultation for other staff regarding any doubtful activities.
- Sites and materials accessed must be appropriate to school work. Internet users should recognize materials that are inappropriate and report them to the IT Department.
- Users are responsible for the e-mails they send and for contacts made that may result in e-mails being received;
- The normal rules of social interaction apply to e-mail. The remoteness of the recipients must not be used to excuse anti-social behavior: harassment, intimidation, and bullying behavior.
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.
- Professional e-mails must only be sent and received via the school e-mail account and not the personal e-mail accounts

- Users should use the emails in the format specified to them by the IT Department. The unified school email signature and disclaimer should always be included in school-related emails.
- Users should never reveal the emails of parents to each other except after taking their individual permission. When sending group emails to parents, all users should type the group emails in the BCC field.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials and intellectual property rights must be respected.
- Use for personal financial gain, gambling, political purposes, or advertising is forbidden.

School E-mail

As part of the employment process, a school e-mail address is created for each employee. It is very important that the employee checks his/her e-mail regularly, at least at the beginning and at the end of the school day. Computers are available in the classrooms and in the computer labs to facilitate this process. E-mails can easily be configured on smartphones as well.

Teachers are strictly prohibited from using their personal e-mails for communication with parents, students, and staff if the subject of the e-mail is not personal.

The school e-mail address is web-based, and it is highly recommended to check it also during the weekends and school vacations.

Monthly salary details are sent only to the school e-mail address of each employee individually.

Employees facing problems in accessing their school e-mails should report it directly to the IT Department to be able to resolve it.

Monitoring

The school has the right to monitor classroom and playground activities, Internet activity, or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses.

Use of school email for personal correspondence must be kept to a minimum, and abuse of school equipment or excessive and inappropriate usage could result in disciplinary action being taken against an employee. Inappropriate usage includes the circulation of offensive or pornographic information, jokes, junk mail, or large attachments. It is strongly advised that passwords and access to computer systems be kept confidential and strictly monitored by account-holders

Social Contact and Social Networking

Staff members should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking sites such as Facebook, Instagram, Snapchat, or others. Even if a student seeks to

establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone, or on the Internet could be misconstrued and may place the member of staff in a very vulnerable position.

Staff members must not give their personal details, such as home or personal e-mail address, to students or parents unless the need to do so is agreed with the school management.

Staff Attendance Policy

Attendance Recording

The total working hours, whether contracted to one or more posts, should not exceed the legal maximum of 48 hours per week.

Staff Members are to check in every morning by 7:30 a.m. Teachers arriving after 7:35 a.m. will be considered tardy.

It is completely the responsibility of the employee to make sure that his attendance is recorded correctly and to follow up with the Admin Department to ensure the accuracy of this recording.

Leaves and Absence

Leaves are granted in accordance with the employment contract, the school calendar, and within the boundaries of the local labor laws.

Out of 365 days in the year, the students attend school for approximately 180 days. Staff members will generally work 180 to 190 days per calendar year.

Prior notification of any absence (no later than 7 a.m. on the day of absence) is crucial to allow the director enough time to arrange for a substitute. Failure to do so may result in the absence being considered as unpaid and unauthorized.

Personal excuses during the school day

Should a staff member need to leave/return during the school day for a personal reason, she/he must obtain the necessary permission to leave from the director.

Business permits

Staff members might be absent from school due to a business-related reason. A request in writing needs to be submitted and approved.

Annual Leave

Annual leaves are set in accordance with the published school calendar. Staff members can only take their annual leave during the school's non-working days and within the number of days

stated in their contract. Unpaid leaves granted during the school days should be approved by the Director and should be validated.

Special Occasions Leave

Since the school calendar is published ahead of time, this gives the chance for all employees to plan their marriage or any special occasions during the school's non-working days.

Should the employee want to apply for a special occasion leave during working days, it will be subject to the approval of the school management; otherwise, it will be considered an unauthorized leave, and appropriate disciplinary actions will thus follow. If the leave has been approved during the school day, it will incur a deduction from the salary.

Compassionate Leave

In the event of the death of a first-degree family member, a maximum of 3 paid working days will be given to the staff member.

Sick Leave

Staff members are granted up to one month of paid sick leave after being approved by the school doctor as per the local labor laws and regulations. Any other days of sick leave will be unpaid and will still need to be approved/recommended by a doctor; they will be considered unauthorized leave, which will be unpaid and will incur appropriate disciplinary actions.

Maternity Leave

Female staff members are entitled to 90 days of paid leave. The exact period of this leave is determined according to the birth certificate of the newborn. Staff might apply to take part of the maternity leave (with a maximum of 45 days) before the expected delivery date. These days will then be deducted from their 90 days. Such requests have to be presented and approved by the school doctor.

Should an extension be needed, the staff member is obliged to sign an unpaid leave form at least 15 days before they are due to return. CEIA holds the right to accept or refuse the extension on an individual basis.

Unauthorized leave

Any absence that has not been authorized by the director will be considered unauthorized and will incur a deduction from the salary and appropriate disciplinary actions that might lead to the employment contract termination.

Causality/Emergency absence

Staff members are allowed six personal days of absence, not more than two days at a time, and upon their depletion, any extra day will incur a deduction in salary. If the absence falls before or after a weekend or school holiday, then the number of non-working days may be deducted as

well as the days that the member of staff was not present.

Academic Staff Schedules

Daily Routine

The daily schedule for all staff members will be set by the director and will be handed to each one individually according to the nature of the job.

The normal school day for students starts at 8:00 a.m. and lasts until 3:00 p.m. from Monday to Thursday and 2:00 on Fridays. Staff work hours are 7:30 am to 3:30 pm Monday through Friday.

After school activities are scheduled to end by 4:00 pm on Mondays through Thursdays. Parents and staff meetings could be scheduled after school hours or during planning periods.

Staff members must commit to their individually assigned timetables and duty/meetings schedule.

Students movement between classes

Teachers in the classroom before an activity lesson are responsible for taking the students from the classroom to the activity rooms. The activity teacher is then responsible for returning the students to the classroom or taking them to another activity room after the lesson ends.

End of day Routine

Students are to be escorted by the teachers in the classroom after their last lesson to the parent pick-up area. Staff members will monitor student pickups until all students have left the campus.

Staff Development

CEIA aims to provide training opportunities whenever necessary or available.

Teachers are expected to attend and participate in professional development workshops, which may be held on or off campus. Teachers may be requested to plan, organize, and conduct in-service programs during the staff meetings and on other occasions.

CEIA is a member of different accreditation and educational research organizations. The school may at any time request teachers to attend workshops or educational conferences organized by these organizations. It is part of the job of the teacher, once invited, to attend and report back to the school on what they have learned in the event and how to apply it in the school environment.

A progressive training and development scheme to enable staff to develop relevant skills and acquire knowledge to underpin their current role and career aspirations.

Should a staff member wish to take any further education courses to improve their capabilities,

within reason, CEIA can explore the possibility of helping with the cost of the course manager to reach a solution for your problem. CEIA reserves the right to change its terms & conditions and employment policies from time to time. You will be notified at the earliest opportunity of these changes by way of a general notice to all employees affected by the change. Where a contractual change in your terms and conditions of employment results in a change to your written statement of particulars of employment, we will give you a written statement of the change at the earliest opportunity.