

Elementary Librarian/Substitute Teacher

Call ID: NAD-PSES-000457-2025

Where: Koror, Palau, Palau

When: Aug 1, 2025 - Jun 5, 2026

Summary

The Librarian is expected to keep the library organized and in order. Books, magazines, and other library resources need to be tracked and inventoried properly. The librarian will organize schedules for different classes to visit the library to check out books and other projects where library materials are needed. In addition to having library responsibilities, the librarian will also help with tutoring and Basic ESL lessons. Lastly, the librarian will help with substituting duties as well as basic office duties. As substitute a teacher, you will be involved in all aspects of teaching various classes. This may include lesson planning, grading, classroom management, counseling, instruction, supervision, keeping a clean classroom, contacting parents, and extra-curricular activities. Due to the changing needs of our schools be ready to help serve in whatever way is needed. Will also be involved with church activities both in-reach and out-reach. Church attendance is required. \$500

Destination

Koror, Palau Palau

Term

Long-Term, 10 - 12 months, Aug 1, 2025 - Jun 5, 2026

Position

Type: Librarian, Total People Required: 1, Target Age: Any

Finances

Cost: \$0.00, Monthly Living Allowance: \$500.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

- Volunteer will share an air-conditioned apartment with other volunteers.
- Basic furniture, bed, drawer space, table, chairs, small bookcase, and closet are provided.
- Kitchen is supplied with a stove or counter-top burner, a refrigerator, a microwave oven, rice cooker, and toaster.
- Table ware, flatware, basic cooking utensils, kettles and frying pans are provided.
- A bucket, mop, broom, dustpan, and toilet brush are provided.
- Volunteer provides his/her own pillow, sheets, blankets, towels, dish clothes/towels, and cleaning supplies.
- Volunteer is responsible for replacing burnt bulbs in their apartments. Electricity is 110 V.
- Volunteer provide their own food

Restrictions:

- Divers insurance is required before you scuba dive and can be obtained through www.travelerEMS.com
- If lodging is shared, opportunity will be limited to same gender, unless a married couple serves together

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Health Clearance Required

Go to www.cdc.gov and click on travelers' health and choose your destination recommendation

Dress

Acceptable:

Acceptable Dress: Men teach in long pants (no jeans) but may wear shorts off campus or after school. Men must wear collared shirts to church meetings, Women must always wear loose fitting skirts and dresses past the knee when going off campus or “in public” on campus. Women may wear modest shorts, slacks or pants only on campus in the evening or when exercising.

Unacceptable:

Unacceptable Dress: Women-Tight and/or short shorts are never acceptable, nor sleeveless or sheer blouses or dresses. A conservative hairstyle is preferred for men and women. Please refrain from bringing or wearing jewelry, and nail, hair & lip color make-up.

Duties

- To teach the above mentioned class and to undertake such extra-curricular activities and supervisory duties as administration may assign.
- By precept and example the employee will seek to uphold Christ as Friend and Lord and will endeavor to lead students to a similar understanding.
- Maintain careful records of attendance and scholastic performance in the register and grade book for that purpose; make course outlines and lesson plans as prescribed by the administration.
- Maintain proper control of the students' behavior in the classroom, school grounds and premises in accordance with the rules and regulations stipulated in the Handbook.
- Maintain neatness and cleanliness in the classroom and school grounds; create visual aids, posters and displays in bulletin boards, thus supporting a positive learning environment; be responsible for janitorial work in and around the classroom and undertake supervisory duties at lunch hour, and in other times in rotation with other teachers.
- Attend regular staff meetings as scheduled and other meetings and events even after school; join in?service sessions and workshops in order to maintain or increase your level of teaching skills.
- Undertake any other duties and responsibilities considered as part of a normal load. Work in harmony with

school programs and activities outlined in the Staff Handbook/Bulletin, and other directives set forth by the Board and administration.

- Regularly attend weekend services and assist in church programs according to talents and abilities. (Sabbath School classes for all ages that need leaders and assistants, Pathfinder club, youth meetings during the week, door-to-door, prison ministry,...the ministries that can be joined in Palau are extensive and many more could be lead by you!)
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Experience

- 2 year college/university
- Fluency in English
- Some knowledge in Computer
- Able to serve without compensation other than a small living allowance
- Adaptable, able to serve others
- Willing to serve 10-12 months

Education

2-Yr College

Education Concentration

Teacher

Languages

English (fluent)

Trade Skills

Any

Host [« Private »](#)

Host Contact [« Private »](#)

Travel Documentation

Travel

Destination City	Koror, Palau	Destination Airport	Roman Tmetuchl International (ROR) Airport
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Medical

Required Inoculations	Required Inoculations- Hepatitis B, go to www.cdc.gov and click Travelers' Health, then choose your destination recommendation.	HIV Clearance Required?	No
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Medical Recommendations [Work with the principal to confirm other medical recommendations or requirements](#)

Visa

Visa Required? **No** Visa Type **1**
Visa Application By [Volunteer / Sponsor](#)
Work Permit Required? **No**
Work Permit Application By [Volunteer / Sponsor](#)
Police Clearance Required? **Yes**
Child Protection Required? **Yes**
Send Documentation To gladysguerrero@nadadventist.org
Documentation Deadline **Jul 1, 2025**

Visa Travel Details

[Only needed by NON-US Citizens](#)

Interview		Orientation	
Phone Interview Required?	Yes	Orientation on Site?	Yes
Signed Agreement Required?	Yes	Orientation Stipend?	No

Travel Advisory

Palau

1 Exercise normal precautions

Reissued with obsolete COVID-19 page links removed.

Exercise normal precautions in Palau.

Read the [country information page](#) for additional information on travel to Palau.

If you decide to travel to Palau:

- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Follow the Embassy on [Facebook](#).
- Review the [Country Security Report](#) for Palau.
- Visit the CDC page for the latest [Travel Health Information](#) related to your travel.
- Prepare a contingency plan for emergency situations. Review the [Traveler's Checklist](#).