

## JOB DESCRIPTION – TEACHER

Department:	<b>Early Childhood, Elementary, Middle School, High School</b>
Immediate Supervisor:	<b>As per the designated organizational chart</b>
Hayah Mission:	Hayah is committed to creating and maintaining an environment that fosters and enriches the personal and academic growth of each student. Hayah empowers students to live with purpose, honor their cultural identity, respect diversity, and serve humanity by impacting local and global communities.

### MAIN DUTIES AND RESPONSIBILITIES

#### Goal

- To foster and enrich the personal and academic growth of each student.
- To teach and inspire students to make a positive difference in the world.

#### Knowledge and Understanding

- Have a detailed knowledge of Hayah standards and curriculum, as well as developmentally appropriate pedagogy and key educational strategies for their area of specialization or expertise.
- Understand domain knowledge in their area of expertise, including the skills acquired before their grade level and the skills needed to be successful in the next grade (curriculum articulation).
- Cope securely with subject-related questions that students raise and know about students' common misconceptions and mistakes in their specialist subject(s).
- Where applicable, understand the demands expected of students in relation to the Ministry of Education requirements, an American Diploma, an International Baccalaureate Diploma, and international curricula relevant to the students.

#### Planning and Preparation

- Implement the approved standards and curriculum.
- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
- Plans lessons, curriculum units, assessments, and homework that are relevant, motivational, and likely to engage students in active learning.
- Write and submit lesson plans in appropriate form as directed by administration.
- Set appropriate and demanding expectations for students' learning and motivation. Set clear targets for student learning, building on prior knowledge.
- Design lessons that target diverse learning needs, styles, and interests.
- Identify students who have special needs and know where to get help in order to give positive and targeted support. Implement individualized strategies and keep individual records for each student.
- Select and make good use of textbooks, information technology and other learning resources which enable teaching objectives to be met.
- Develop and conduct assessments that are research based and appropriate for the students.

#### Classroom Environment

- Creates a supportive, engaging environment in which students can thrive.
- Set high expectations for student behaviour, establishing, and maintaining an effective classroom environment through focused teaching and through positive and productive relationships.
- Assume responsibility to supervise children of all grades to create a positive teaching and learning climate in the building.

- Utilize preventative discipline methods and employ effective classroom management; foster development of self-discipline in students.

### **Instruction**

- Reinforce the Hayah mission; promotes and integrates Hayah values within the classroom through direct instruction, modelling, and guidance.
- Teach in a manner that is clear, relevant, motivating, and engaging to students.
- Ensure effective teaching of whole classes, groups, and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Effectively address the academic, social, emotional, and physical needs of each child; take responsibility for students who are not succeeding.
- Implement modifications needed for each student; modifies as needed for students on an IEP.
- Use teaching methods that keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation, and good use of resources.
- Mark and monitor students' daily work and homework, providing constructive oral and written feedback, setting targets for students' progress.
- Utilize diagnostic, formative, and summative assessment data to adjust teaching, re-teach, and follow up on all students.
- Effectively use and supervise co-teachers and lab assistants, where available.

### **Communication/Interaction**

- Is genuinely interested in each child and expresses confidence in their ability to learn and grow. Recognize and celebrate accomplishments of students.
- Communicate with parents on a regular basis through use the school Portal, conferences, progress reports, channel books, report cards, phone calls, and/or emails.
- Foster caring, respectful interaction with students.
- Work with parents to find effective solutions to problems.
- Consult and collaborate with other school staff as necessary to complete the work of a teacher.
- Understand the need to liaise with agencies responsible for students' welfare.
- Establish effective and positive work relationships with professional colleagues including support staff.

### **Professional Responsibilities**

- Demonstrate professional demeanor and contributes to the overall mission of the school. Set a good example for the students in teaching, appearance, and personal conduct.
- Is a life-long learner who is oriented toward best practice, growing personal expertise, and being part of a learning community.
- Reflect on the effectiveness of instruction and own teaching to improve effectiveness.
- Maintain student records as required by school policy and requested by supervisors.
- Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy in the subjects taught.
- Provide a safe environment and maintain appropriate practices.
- Perform all duties and assignments, attends all meetings, and participates in extra-curricular duties.
- Aware of and adheres to school policies, rules, and procedures.

## **KNOWLEDGE, ABILITIES & SKILLS**

- Good oral and written skills.
- Excellent interpersonal skills.
- Ability to work in groups; communicates effectively with parents, students, and other staff.
- Mastery of assigned subject.

- Knowledge of best teaching practices and teaching methodology.
- Knowledge of applicable regulations, laws, and school policy; technology skills including research, word processing, databases, spreadsheets, electronic presentations, and integrated technology in the classroom.

## QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or higher, preferably in education, or may be specialized in one of the subjects taught.
- Teaching certification or licensure
- Two years demonstrated success as a teacher or co-teacher, preferably in an international school.

\* This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_