

## JOB DESCRIPTION – Early Childhood and Elementary Co-teacher

Immediate Supervisor:	Assistant Principal or Principal, as per organizational chart
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.

### GOALS

- Responsible for assisting the Homeroom Teacher in implementing the educational program of the school that promotes the social, emotional, cognitive, and physical development of the students. The duties and responsibilities of co-teachers are carried out under the guidance of the Homeroom Teacher.
- Co-Teachers are assigned a particular class/classes for an academic year. However, for the best interest of the co-teacher and students, and according to the needs of the school, co-teachers may be re-assigned new classes during the year.

### MAIN DUTIES AND RESPONSIBILITIES

#### Teaching & Learning

- Attend grade level planning and staff meetings.
- Assist the homeroom teacher in planning and implementing the daily program of activities.
- Assist the homeroom teacher in monitoring the progress of each student academically and behaviorally and communicate concerns and/or observations as they arise.
- Assist the homeroom teacher with maintaining students' records including observations and assessments.
- Fulfill teaching responsibilities (including planning) in specific subjects for the whole class, small groups, or individual students to support their learning as required.
- Attend staff professional development sessions as required.
- Perform other duties as required or assigned.

#### Student Support & Behavior Management

- Have knowledge and be alert to students' needs.
- Develop a positive and supportive relationship with each child and promote the development of self-esteem.
- Be pro-active in matters relating to students' health and safety indoors and outdoors, reporting concerns and/or observations to homeroom teacher and administrative staff.
- Assist the homeroom teacher with the discipline and guidance of students in an appropriate and positive manner allowing students to maintain dignity and self-esteem, and in accordance with the school's behavior management policy.

#### Classroom Organization

- Maintain a safe, well-organized, and attractive classroom environment conducive to the learning and development of students.
- Prepare resources required for relevant learning activities and assist students in their use.

#### Communication & Attitude

- Communicate effectively and in a timely manner with homeroom teacher on matters relating to students.
- Verbal and written communication with parents is the responsibility of the homeroom teacher.

- Liaise with homeroom teacher before and during classes to ensure the smooth running of centers.
- Work co-operatively with the teaching staff and administration.

**Confidentiality, Child Protection & School Support**

- Maintain confidentiality about children, families, and colleagues within and outside of the school.
- Follow the school’s child protection policy.
- Fulfil responsibilities in accordance with Hayah’s values and mission.

**Appearance**

- Adhere to Hayah’s dress code policy as per the Hayah Faculty Handbook.

**Attendance & Punctuality**

- Set a good example in terms of punctuality and attendance and abide by the school’s policies and procedures on attendance and staff hours as per the Hayah Faculty Handbook.

**OTHER KEY DUTIES**

- Participate in the supervision of students indoors, outdoors, and during school events including trips and out of school activities, ensuring the safety and wellbeing of the students.
- Supervise snack times, using these times to demonstrate and encourage healthy eating habits.
- Fulfil break time duties.
- Supervise nap, wudu, and prayer times as required.
- Substitute classes as required.

**QUALIFICATIONS AND EXPERIENCE AND SKILLS**

**Essential**

- Bachelor’s degree.
- Ability to communicate effectively in the language of instruction both orally and in writing.
- Good computer skills.
- Excellent interpersonal skills
- Ability to work independently and as part of a team.
- To have a passion for teaching and working with children.

**Desirable**

- To have relevant experience.
- To have knowledge of Positive Discipline techniques and strategies.
- Knowledge of child development and learning.

\* 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: \_\_\_\_\_