



The American School Foundation®

Educating global citizens for a changing world

Teacher (ECC, LS, MS, US, A&EL and SAS)

At ASF a teacher's main goal is guiding students through the different learning processes involved with various subjects and/or skills as defined in ASF curricula, thus contributing to the students' development as mature, capable and responsible world citizens.

The teacher must be able to develop and maintain a classroom environment that ensures effective learning and incorporates pedagogical innovations and research. He/she must employ the appropriate teaching methodology in order to meet established program objectives and be capable of understanding and meeting the needs of students.

Required Qualifications:

- Two years of successful teaching experience.
- Teacher Certification

If teacher preparation and degree are from an English-speaking country:

- Bachelor's degree with state/province/national teaching certificate (or meeting SACs alternate certification guidelines).
- Computer literacy and the ability to integrate technology in daily instruction.

If teacher preparation and degree are from Mexico:

- *Licenciatura* from a SEP/UNAM-approved institution with certification (*cédula profesional*, CENEVAL for pre-school)
- Computer literacy and the ability to integrate technology in daily instruction

Preferable for the positions:

- Have PYP, MYP, IB Diploma or AP training/experience
- Have coaching experience
- Are bilingual in English and Spanish
- Have experience in other international and/or bilingual schools

Responsibilities:

Planning & Preparation for Learning

- Knows the subject matter well and has a good grasp of how students learn.
- Plans some units backwards with big ideas, essential questions, knowledge, and skill goals.
- Plans on-the-spot and unit assessments to measure student learning.
- Designs lessons that target several learning needs, styles, and interests.

The American School Foundation, A.C.

Bondojito 215. Col. Las Américas. México D.F. 01120.

Phone: (5255) 5227-4900 / Fax: (5255) 5273-4357

www.asf.edu.mx



Classroom Management

- Fosters positive interactions among students and teaches useful social skills.
- Teaches routines and most students maintain them all year.
- Has a repertoire of discipline “moves” and can capture and maintain most students’ attention.
- Maximizes academic learning time through coherence, lesson momentum, and smooth transitions.
- Is a confident, dynamic “presence” and diffuses most discipline problems before learning is impacted.

Delivery of Instruction

- Activates students’ prior knowledge and hooks their interest in each unit and lesson.
- For the most part, uses clear explanations, appropriate language, and good examples to present material.
- Orchestrates effective strategies, materials, and classroom groupings to foster student learning.
- Has students actively think about, discuss, and use the ideas and skills being taught.
- Differentiates instruction to accommodate most students’ learning needs.

Monitoring, Assessment, and Follow-Up

- Provides clear criteria for proficiency, including rubrics and exemplars of student work.
- Frequently checks for understanding and gives students helpful information if they seem confused.
- Has students set goals, self- assess, and know where they stand academically at all times.
- Takes responsibility for students who are not succeeding and gets them extra help.
- Reflects on the effectiveness of learning and continuously works to improve it.

Family & Outreach

- Gives parents clear, succinct expectations for student learning and behavior for the year.
- Communicates as necessary. Medium and tone are appropriate.
- Responds promptly to parent concerns and makes parents feel welcome.
- Uses conferences and report cards to give parents feedback on their child's progress.

Professional Responsibilities

- Is willing to participate beyond the academic program, is punctual and reliable with paperwork, duties, and assignments; keeps accurate records.
- Demonstrates professional demeanor and maintains appropriate boundaries.
- Is ethical and above-board, uses good judgment, and maintains confidentiality with student records.

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- Collaborates with colleagues to plan units, share teaching ideas, and look at student work.
- Seeks out effective teaching ideas from colleagues, workshops, and other sources and implements them well.

Reports to: Head of School and/or Academic Dean

Application Procedure: Interested and qualified candidates must submit a (1) resume, (2) cover letter that includes educational philosophy and (3) an employment application form from website: (<http://solutions.asf.edu.mx/application>) 4) Copy of degree / transcripts / teaching credentials. Please submit all information electronically as a single PDF file.

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