

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.

Education and Certification Requirements:

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 in education and/or pedagogy from a SEP/UNAM-approved institution with certification (cédula profesional, CENEVAL).
- 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.
- Bilingual, English and Spanish.

Have experience in other international and/or bilingual schools.

Qualifications and previous experience required:

- Two years of successful teaching experience.
- Teacher Certification.

Duties and responsibilities:

Planning & Preparation for Learning

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

Classroom Management

- Foster positive interactions among students and teaches useful social skills.
- Teacher routines and most students maintain them all year.
- Have a repertoire of discipline “moves” and can capture and maintain most students’ attention.
- Maximize academic learning time through coherence, lesson momentum, and smooth transitions.
- Confident, dynamic “presence” and diffuse most discipline problems before learning is impacted.

Delivery of Instruction

- Activate students’ prior knowledge and hooks their interest in each unit and lesson.
- Use clear explanations, appropriate language, and good examples to present material.
- Orchestrate effective strategies, materials, and classroom groupings to foster student learning.
- Have students actively think about, discuss, and use the ideas and skills being taught.
- Differentiate instruction to accommodate most students’ learning needs.

Monitoring, Assessment, and Follow-Up

- Provide clear criteria for proficiency, including rubrics and exemplars of student work.
- Frequently check for understanding and give students helpful information if they seem confused.
- Has student set goals, self-assess, and know where they stand academically at all times.
- Take responsibility for students who are not succeeding and get them extra help.
- Reflect on the effectiveness of learning and continuously work to improve it.

Family & Outreach:

- Give parents clear, succinct expectations for student learning and behavior for the year.
- Communicate as necessary. Medium and tone are appropriate.
- Respond promptly to parent concerns and makes parents feel welcome.
- Use conferences and report cards to give parents feedback on their child’s progress.

Professional Responsibilities:

- Willing to participate beyond the academic program is punctual and reliable with paperwork, duties, and assignments; keep accurate records.
 - Demonstrate professional demeanor and maintains appropriate boundaries.
 - Ethical and above-board, uses good judgment, and maintains confidentiality with student records.
 - Collaborate with colleagues to plan units, share teaching ideas, and look at student work.
 - Seek out effective teaching ideas from colleagues, workshops, and other sources and implement them well.
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- Activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.

Supervises:

A Teacher Assistant in some instances and Substitute Teachers.

Reports to and is evaluated by:

Reports to and is evaluated by: Head of School and/or Academic Dean. Shall be evaluated annually according to procedures established by school policy.

Application Procedure:

Interested and qualified candidates must submit: 1) resume, 2) cover letter that includes educational philosophy, as well as clearly highlighting the degree to which the preferred qualifications are met, (3) an ASF employment application (<http://solutions.asf.edu.mx/application/>) and 4) copy of your teaching credential/s, transcripts. Please attach files electronically while completing your application.