



JOB DESCRIPTION

TITLE: Elementary Homeroom Teacher

REPORTS TO: Elementary Principal

CONTRACT DAYS: 190

WORKING HOURS: Monday through Thursday: 8:00 am to 4:30 pm, except Wednesdays which end at 5:00 pm. Fridays until 12:30 pm. Normal hours will be adjusted as need dictates and may be greater at certain times of the year.

RESPONSIBILITIES:

- Plan and prepare throughout the year for effective instruction within the classroom based on school-aligned curriculum and practices.
- Provide a classroom environment that is conducive to learning for all students.
- Effective delivery of the practices and content outlined in the areas of English Language Arts, Math, Science, and Social Studies.
- Effectively manage each group of students while providing a variety of learning styles, ability levels and educational backgrounds.
- Maintain rigorous and appropriate learning expectations of all the students at all times.
- Monitor student learning and make appropriate modifications of goals and strategies to meet students needs.
- Maintain accurate, up-to-date records of student progress and attendance.
- Engage parents and students in the learning process through frequent and meaningful communications about student progress.
- Be available to parents and students outside of school hours.
- Engage in department/team planning and professional learning, curriculum review, budgeting and other activities.
- Interact cooperatively with colleagues in the development of cohesive curriculum materials, and in establishment of instructional goals.
- Keep current in education through coursework, in-service programs, and by attending professional meetings and conferences.
- Remain proficient in school related technologies.
- Engage with students in meaningful activities beyond the classroom which extend learning experiences for students (coaching, organizing field trips, sponsorship of events, community service projects etc.).

Other

- Engage with the administration is a committed effort to improve one's own instructional skills.
- Openly support and abide by all school policies and procedures.
- Model the 'Core Values' in interactions with the school community.
- Must be able to work on a collaborative team.
- Liaise with the Principal, taking on tasks as assigned, including all school goals.

Personal

- Demonstrate commitment to personal, continuous professional growth and development.
- Develop and maintain effective working relationships.
- Represent ACS with students, parents, colleagues and broader school community in a professional manner.
- Exhibit a professional attitude towards criticism.
- Recognize and strengthen personal performance through self analysis of actions, participating in professional development activities, exploring educational research, participating in professional organizations and through formal renewal programs.

SKILLS and QUALIFICATIONS:

- Bachelor's degree with a valid teaching certificate/license in content area and/or for the position you are applying for.
- A minimum of four years, full time teaching experience in the position you are applying for.
- Teaching experience in a North American educational environment and preferably in an international setting.
- Experience with current best practices, current teaching materials, and current instructional strategies as well as recent professional growth activities.
- Focused instruction and assessment on student learning.
- Models ACS core values.