AMERICAN COMMUNITY SCHOOL
OF ABU DHABI *SINCE 1972*

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 12:00 pm. Normal hours will be adjusted as need dictates and may be greater at certain times of the year.

HOW WE OPERATE:

Our Elementary School (KG1–Grade 5) operates as collaborative learning communities, where teaching and learning are a shared responsibility. Our approach is built on the belief that all students belong to the entire grade-level community, not just one classroom or teacher.

Teachers collaboratively plan and team teach, drawing on one another's strengths and expertise to create meaningful, engaging learning experiences. We flexibly group and share students across classes to respond to individual learning needs, provide targeted instruction, and foster student growth. Our learning environments are also collaborative, with shared and flexible spaces that support a variety of teaching and learning experiences.

This model requires educators who are collaborative, adaptable, and committed to collective responsibility for student learning and success. At ACS, we work as a team to ensure that every student is known, supported, and challenged to thrive.

RESPONSIBILITIES:

- Plan and prepare throughout the year for effective instruction within the community based on school-aligned curriculum and practices.
- Provide a learning environment that is conducive to learning for all students.
- Effective delivery of the practices and content outlined in the areas of SEL, 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 collaboratively 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

- Engagement 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.