



JOB DESCRIPTION

TITLE: High School Arabic Teacher

REPORTS TO: High School Principal and Director of Arabic

CONTRACT DAYS: 190

WORKING HOURS: Monday through Friday: 7:45 a.m. to 4:00 p.m. and Wednesdays until 5:00 p.m. Normal hours will be adjusted as need dictates and may be greater at certain times of the year.

SKILLS and QUALIFICATIONS:

- Bachelor's degree in Arabic Language and Literature and a Teaching Diploma.
- Proven experience as an Arabic language teacher.
- Experience with ACTFL or CEFR proficiency-based language instruction practices is preferred.
- Experience with IB is preferred.
- Excellent communication skills, both written and verbal, in both Arabic and English.
- Full time teaching experience in the position you are applying, preferably in an international setting.
- Experience with current best practices, current teaching materials, and current instructional strategies as well as recent professional growth activities specific to language teaching and learning.
- Effective use of technology.

RESPONSIBILITIES:

- Plan and prepare through effective instruction within the classroom based on school-aligned curriculum and practices (American Education Reaches Out (AERO) and UAE Ministry of Education (MOE).
- Provide a classroom environment that is conducive to learning for all students.
- 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, etc.)
- Carry out other tasks as required by the Principal or the Director of Arabic.