

## **JOB DESCRIPTION**

**TITLE:** Elementary Homeroom Teacher

**REPORTS TO:** Elementary Assistant Principal and Elementary Principal

**CONTRACT DAYS:** 190

**WORKING HOURS:** Sunday through Thursday: 7:45 am to 4:00 pm, except Tuesdays which end at 4:30 pm. Normal hours will be adjusted as need dictates and may be greater at certain times of the year.

## **RESPONSIBILITIES:**

### Primary

- 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.)

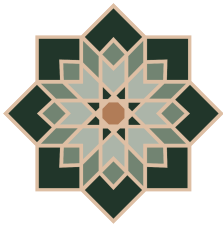
### Other:

- Engage with the administration in 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
- 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





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- 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:**

- Bachelors degree with a valid teaching certificate/license in content area and/or for the position you are applying
- 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

