

JOB DESCRIPTION

TEACHER

JOB SUMMARY

The job of the teacher at Kehoe-France School is to plan, organize, and implement an appropriate instructional program that guides and encourages students to develop and fulfill their academic potential.

ESSENTIAL FUNCTIONS:

- Plan, prepare, and deliver lesson plans and instructional materials that are specific to the content area of focus, align with state standards, and address IB requirements.
- Administer and develop subject specific assessments for the purpose of assessing student competency levels and/or addressing individual student's needs.
- Advise parents and/or legal guardians of student progress for the purpose of communicating expectations and student's achievements; develop methods for improvements and/or reinforcing classroom goals in the home environment.
- Collaborate with instructional staff, other school personnel, and parents for the purpose of improving overall quality of student outcomes, and achieving established classroom objectives in support of the school's vision and mission.
- Manage student behavior for the purpose of providing a safe and optimal learning environment.
- Participate in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement.
- Monitor students in a variety of educational environments (e.g. classroom, playground, school grounds, hallways, restrooms, field trips, pavilion, etc.) for the purpose of providing a safe and positive learning environment.
- Supports other classroom teachers for the purpose of assisting them in the implementation of established curriculum.
- Use relevant technology to support instruction.
- Maintain accurate and complete records of students' progress and development.
- Participate in extracurricular activities such as social activities, sporting activities, clubs, and student organizations as directed.
- Other duties as assigned (ex. AM/PM, Lunch, Aftercare, etc.)

PHYSICAL REQUIREMENTS

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling. Generally the job requires sitting, walking, and standing.

This position is conditional to the provision of federal criminal background checks covering the countries that you have lived and worked in for the last 10 years and any convictions highlighted will be reviewed against standard Safeguarding principals of working with children. All checks requested to be received prior to commencement of employment.