

EARLY CHILDHOOD, ELEMENTARY AND SECONDARY SCHOOL SUBSTITUTE TEACHER AND TEACHING ASSISTANT

START DATE:
AS SOON AS
POSSIBLE

POSITION SUMMARY

Qualified candidates would be working with children aged 2 to Grade 12 (the roles are divisional and the individual selected would only work with the age group within the respective section).

The role of the substitute is to ensure the continuity of the program in the absence of the regular teacher; the substitute helps students learn subject matter or/and skills required for the scheduled lesson and to provide meaningful instruction for the assigned classrooms.

JOB EXPECTATIONS

- Reports to school office at beginning of school day to pick up required materials/schedule of classes and at the end of the school day to return materials.
- Carries out the lesson plans left by the classroom teacher.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned.
- Employs instructional methods and materials that are most appropriate for meeting lesson objectives.
- Maintains a neat and orderly classroom.
- Takes attendance in accordance with school procedures.
- Ensures that the students are never left unattended in the classroom.
- As needed, performs duties usually required of absent teacher/assistant such as supervisions.
- Knows emergency evacuation routes for the classrooms assigned.
- Knows school procedures and regulations.
- Performs other related duties as directed by principal.

REQUIRED QUALIFICATIONS

- Native or near-native proficiency of the English language
- Experience working with children, preferably in an international school setting
- A bachelor's degree, preferably in education

ADDITIONAL DETAILS

Candidates are expected to provide references and a police clearance. Candidates for this position are expected to be available on short notice. All applicants should submit a letter of application addressed to the Director, Mr. Peter Welch, a current résumé, two testimonials, and at least two confidential referees on our school online job application form. The school reserves the right to appoint an applicant at any stage if a highly qualified person applies before the due date.

