

**The American International School of Bucharest, Romania  
Seeks a full time Secondary Mother Tongue Language Teacher for Romanian  
Commencing August 2022**

**SUMMARY**

The Secondary School seeks a native language teacher for Romanian language and literature classes. The candidate will have teaching experience and a teaching qualification. They will have experience working with young people and a desire to learn about the IB curriculum. The candidate will have strong communication skills and demonstrate commitment and collaborative skills.

**GUIDING PRINCIPLES** *Creative | Courageous | Compassionate*

**VISION:** We aspire to be a creative, courageous and compassionate learning community dedicated to a better world for all.

**MISSION:** AISB engages learners with a rigorous and balanced international education that inspires students to get the best from themselves and others and to be ethical and open-minded in their thinking about our world.

**INCLUSION STATEMENT:** AISB is committed and continues to strengthen our practices in creating a safe, inclusive and equitable school community where everyone feels a sense of belonging. As stated in our Mission Statement:

**Engage** We are *involved* in student activities in the MYP / DP, and model behaviors and attitudes in line with AISB Community Agreements (Principled, Caring and Responsible).

**Inspire** We are *active* participants in education. We *support* rigorous student learning and achievement through cooperative effort and best practices; we support and promote the Grade 6 to 12 curriculum based upon the IB goals and mission.

**Prepare** We are *organized*, detail-oriented and clearly and effectively communicate with all stakeholders. We are *reflective* when incorporating current research and best practices in decision-making and build capacity in all members of our community.

**RESPONSIBILITIES**

- Collaborate with the Mother Tongue coordinator and other Mother Tongue language teachers for MYP and / or DP to co-plan, co-teach, and co-assess instruction that is differentiated and/or scaffolded to support language learners. Attend a monthly department meeting for Mother Tongue language teachers, as well as on site MYP and / or DP training workshops.
- Strategically assess and monitor student progress MYP and / or DP frameworks.
- Plan and deliver Mother Tongue Language and Literature courses within the framework of the MYP and / or DP curriculum.
- Communicate with families and faculty regarding student progress and best practices supporting students.
- Contribute to department and school initiatives that improve the learning experiences of Mother Tongue Languages.

## QUALIFICATIONS

It is expected that candidates for this position will be highly motivated and committed to education. Characteristics of the ideal person for this position would include:

### Education / Certification / Experience:

- Bachelor degree in Romanian language and literature;
- Valid teaching certificate or equivalent;
- Experience of working as a language teacher or volunteering in an international school (recommended);
- Experience of working in a team;

### Personal Qualifications:

- A positive growth mindset; proactive and decisive;
- Exemplify the characteristics of the IB Learner Profile;
- An ability to bring a team together to achieve common goals;
- Excellent organizational and interpersonal skills
- Fluent in the English language

## DUTIES OF THE POSITION:

Primary areas of responsibility & accountability:

### I Planning and Preparation

- Prepare for assigned classes and show written evidence of preparation.
- Establish and articulate clear objectives for all lessons, units and projects.
- Link instructional objectives to the AISB curriculum.
- Guide the learning process toward the achievement of curriculum goals.

### II Classroom Management

- Establish effective classroom procedures.
- Develop reasonable rules for classroom behavior and maintain order in the classroom in a fair and just manner.
- Encourage students to set and maintain standards of appropriate behavior.
- Apply at any times the provisions of the Child Protection Policy of the school.,

### III Instructional Strategies

- Employ a variety of instructional techniques, in order for students to develop their reading, writing, speaking and listening skills as well as their creativity and critical thinking.
- Utilize a variety of instructional media and integrate technology with instruction, as appropriate.

### IV Assessment and Evaluation

- Regularly assess student learning using a variety of techniques (including peer assessments, self assessment, in-class writing, projects and presentations) on IB criteria.
- Provide regular, timely and meaningful feedback to students, both in terms of academic and ATL skills.
- Ensure that assessment is consistent with the IB assessment criteria and the established curricular goals.

### V Curriculum development

- Revise and update curriculum in Managebac for all classes taught.

### VI Knowledge of Subject Matter

- Demonstrate a thorough knowledge of subject matter.
- Keep abreast of recent developments in education and field of expertise.

## VII Communication and Community Involvement

- Willing and able to work collaboratively.
- Provide regular feedback concerning students' academic, social and emotional development to students, parents, advisory faculty and counselors.
- Meet and instruct the assigned classes in the locations and at the times designated.
- Attend staff meetings and serve on staff committees as requested.
- Fulfill supervisory duties at the designated places and assigned times.
- Maintain accurate, complete and appropriate records, as required by the school policy.

### **TERMS OF EMPLOYMENT & CONTRACT**

This is a Locally Hired type contract, with part time load and a 1 year determined duration. Faculty Scale placement.

The exact load will be discussed at the interview influenced by the student enrollment for August 2022.

### **APPLICATION**

All applicants should submit a letter of application related to this job description addressed to the Secondary Principal, Mr. Viktor Novakovski, a current résumé, three 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.