



## Secondary Teacher Job Description

**Reports to:** Secondary Principal

**Vision:** Your best self for a better world

### **Responsibilities:**

- Ensure the success of each student as per the ASA vision and mission.
- Work as a collaborative member of the relevant Secondary School Department(s) and other teams
- Implement a program of study that adheres to the school curriculum, including IB
- Differentiate instruction to address a range of learning needs
- Integrate technology within lessons to enhance instructional delivery (blended learning)
- Adhere to the school Assessment Policy and conduct ongoing assessment of student progress, using data obtained to adjust instructional strategies and assist the students to adjust learning strategies
- Be available to assist students outside of class time
- Communicate regularly with parents regarding student progress
- Develop own professional goals, as a means to increase competence and improve student learning
- Actively participate in ASA's Professional Learning Communities and other school-provided professional learning, as well as self-selected professional growth activities
- Evaluate and respond to students' academic, social, emotional and physical growth
- Work with the Student Support Team and other faculty members to assist English Language Learners and students with learning needs
- Keep appropriate, up-to-date records of student achievement on Managebac
- Attend relevant departmental, divisional and K-12 professional meetings
- Promote a positive learning environment, with high standards for students
- Engage with students in meaningful activities beyond the classroom (organizing field trips, sponsorship of clubs, events, community service projects, etc.)
- Supervise/coach at least one co-curricular activity in the course of the year
- Participate in a variety of collaborative teams and committees
- Fulfill supervision duties as assigned, including evening and weekend events (on or off-campus)
- Serve as an advisor to a small group of students
- Advise students on their Extended Essays or other projects, as required
- Supervise Service Learning; support CAS activities
- Attend various school and community events
- Train regularly in Child Protection and First Aid
- Comply with all ASA safety and security standards and Emergency Procedures
- Perform other duties as may be reasonably assigned by the Principal.



### **Required Qualifications, Skills and Qualities:**

- Bachelor's Degree in relevant subject area
- Teacher qualification/certification from an accredited university/college
- Minimum 2 years relevant teaching experience
- Recent, up-to-date training in subject area
- Student-centered; believe that all students are competent agents of their own learning
- Commitment to collaborative planning
- Experience in data analysis and goal setting to improve learning
- Cultural proficiency and understanding of intercultural learning
- Experience in inclusive practices and working with English Language Learners
- Proficiency with educational technology
- Fluent English speaker with excellent written and communication skills
- Flexible, resilient and creative

### **Preferred Qualifications, Skills and Qualities:**

- Commitment to experiential, concept-based and personalized approaches to teaching and learning
- Teaching experience in a multicultural, multilingual setting
- Experience with the IB Programs
- Experience with backwards design curriculum planning
- Experience with inquiry-based and project-based learning
- Experience with Google, Schoology and Managebac