



AMERICAN EDUCATIONAL ASSOCIATION

c/o AMERICAN EMBASSY

LA PAZ – BOLIVIA

Tel. (591 2) 2792302 – Fax. (591 2) 2797218

E-mail: acs@acslp.org - Website: www.acslp.org

Job Description: **Teacher**
Reports to: Level Principal

Skill Set Requirements

- Ability to articulate the Mission, Vision, and Values of the school, both verbally and in writing
- Comprehensive knowledge of curriculum and instruction within the appropriate content area and/or grade level
- Ability to function as a student achievement advocate and advisor
- In depth understanding of all elements, goals, instructional best practice strategies, embodied in the ACS Instructional Handbook
- Outstanding listening skills
- Highly developed written and verbal communication skills
- Highly developed presentation skills
- Effective organizational skills including but not limited to lesson planning, implementing units of study, differentiating instruction, designing and implementing assessments
- Ability to collaborate and innovate
- Ability to monitor student progress and report information in a timely manner
- Ability to manage, delegate and monitor tasks
- Ability to mentor and coach students
- Highly developed collaborative leadership skills and the ability to work well with and through others
- Ability to prioritize and to expend allotted resources in alignment with stated academic priorities
- Ability to foster and maintain a positive school climate and culture
- Sense of humor

Responsibilities

- Implement the established curriculum as described in the ACS curriculum maps
- Maintain and update curriculum maps on Atlas Rubicon
- Update Powerschool, WAAG and course descriptions according to expectations
- Select and plan appropriate learning and teaching activities that are in alignment with ACS standards
- Uses a variety of technology tools to support instruction, integrating student



AMERICAN EDUCATIONAL ASSOCIATION

c/o AMERICAN EMBASSY

LA PAZ – BOLIVIA

Tel. (591 2) 2792302 – Fax. (591 2) 2797218

E-mail: acs@acslp.org - Website: www.acslp.org

technology skill development with content learning.

- Exercise good classroom management with the use of fair and consistent standards and appropriate sanctions that are clearly articulated to the students
- Encourage students to ask questions and to express their difficulties.
- Maintains an attractive, organized, and stimulating educational environment.
- Know and use a wide range of assessment strategies consistent with course content and objectives.
- Uses data to develop and plan differentiated instruction and to perform interventions when required.
- Provide reports on student progress and maintain open communication ensuring that these reports are accurate and constructive
- Differentiate instruction and assessment to meet the diverse needs of students
- Identify students who need additional academic assistance and be able to refer such students appropriately.
- Provide opportunities for student expression using spoken, written, and electronic forms of communication.
- Develop lessons that engage students in higher order thinking (refer to Bloom's Taxonomy).
- Provide a safe learning environment in which students can take intellectual risks.
- Use learning resources and technology to enhance lessons where appropriate
- Create a stimulating and challenging learning environment with effective use being made of classroom displays.
- Develop student cooperation and tolerance through group work.
- Create an environment that fosters a growth and global mindset
- Create an atmosphere of mutual respect.
- Assist students in taking responsibility for their own actions.
- Encourage students to set realistic goals and to use their time in a constructive and balanced manner.
- Encourage students to participate in the co-curricula life of the school.
- Assign homework that is meaningful and appropriate
- Provide frequent, timely and meaningful feedback on submitted work
- Adhere to expectations as set forth in the ACS Instructional Staff Handbook
- Maintain accurate records
- Attend functions in support of school and community
- Attend all meetings as required
- Maintain student data books and facilitate student led conference following division requirements
- Any other functions as requested by the Superintendent



AMERICAN EDUCATIONAL ASSOCIATION

c/o AMERICAN EMBASSY

LA PAZ – BOLIVIA

Tel. (591 2) 2792302 – Fax. (591 2) 2797218

E-mail: acs@acslp.org - Website: www.acslp.org

Preferred Qualifications

- Fluent English Speaker.
- University Degree.
- Degree in Education (postgraduate), PROFOCOM courses or Teaching certification (U.S. teaching certification desirable).
- Preferred 3 years of teaching experience in schools.
- Preferred 1 year of distance learning experience.
- Proven ability to draw lesson plans, organize academic activities, and maintain an organized class.
- Proficiency in Microsoft office, Google suite of apps and other Tech software and skills as appropriate.
- Empathy to care for students and ability to communicate effectively (parents and colleagues).
- Great scheduling ability, organizational skills, communication and listening skills.
- Excellent critical thinking skills with the ability to answer difficult questions, solve conflicts, and design new lesson plans
- Proactive and high energy work ethic.
- Excellent personal skills.

ACS Calvert places the highest priority on creating a safe and nurturing environment for all students. As part of our commitment to child protection, it is imperative for candidates applying for the position to understand and adhere to the following: Child-Safe Practices, Background Checks, Training and Awareness, Supervision and Monitoring, Professional Boundaries, Reporting Obligations.

By applying for this position, you acknowledge that you have read and understood these child protection expectations and agree to adhere to them throughout your employment with ACS Calvert.