



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: **Early Childhood Teacher**

Reports to: Level Principal

Summary:

The ECE Teacher plays a vital role in fostering the learning in young children. This teacher will create a stimulating and nurturing environment where KG students can develop their social, emotional, and academic skills. The successful candidate will collaborate effectively with colleagues, parents, and administrators to ensure the success of all students.

Skill Set Requirements

Curriculum and Instruction:

- Implement the established ACS KG4 curriculum as described.
- Select and plan developmentally appropriate learning activities aligned with ACS standards (e.g., play-based Learning).
- Develop and implement consistent classroom activities that provide structure and predictability for students.
- Use a variety of technology tools to support instruction and integrate student technology skills.
- Differentiate instruction and assessment to meet the diverse needs of KG4 students.
- Develop lessons that engage students in higher-order thinking skills.
- Provide frequent, timely, and meaningful feedback on student work.

Classroom Management:

- Maintain a safe and positive learning environment conducive to learning.
- Exercise good classroom management with fair and consistent expectations.
- Develop student cooperation and tolerance through group work.
- Use a wide range of strategies consistent with course content and objectives.
- Provide reports on student progress and maintain open communication with parents.

Collaboration and Communication:



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- Collaborate effectively with colleagues, parents, and administrators.
- Maintain open communication with parents and ensure reports are accurate and constructive.
- Attend all required meetings and school functions.
- Any other task/responsibility requested by the Level Principal

Preferred Qualifications

- Strong English language proficiency.
- University Degree (REQUIRED), Early Childhood Education (Desirable).
- Degree in Education (postgraduate) or Teaching certification (U.S. teaching certification desirable) or PROFOCOM.
- Preferred 3 years of teaching experience in Kindergarten or related field.
- Proficiency in using technology tools for instruction and classroom management.
- Empathy for young children and ability to communicate effectively (parents and colleagues).
- 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.