



Escuela Bilingüe Internacional (EBI)

Job Description

Job Title: Lower School Associate Teacher

Job Class: Full Time Non-Exempt

The Head of School is seeking faculty and staff members who, in addition to their specific responsibilities, demonstrate the following:

- Enjoy working in an international, diverse school environment;
- Share in our values of bilingualism, educational excellence, diversity, global citizenship, and the cultivation of character;
- Support the mission of EBI;
- Bring a positive attitude and a sense of professionalism to the School community.

The Lower School Associate Teacher position reports directly to the Lead Teacher and the Head of second to fifth grade or the Head of Pre-Kinder to first grade.

The Lower School Associate Teacher works with the instructional staff of EBI in all areas of responsibility assigned. He/she is involved in planning and organizing learning experiences and directly supervises children. He/she maintains quality relations with the children, the teachers and parents. The fundamental responsibility of every teacher is to commit to the values and beliefs of the International Baccalaureate Primary Years Program and to work constantly to translate them into daily classroom practice.

Specific responsibilities:

Teaching Effectiveness:

Committed to the EBI mission of academic excellence

- Aligns and communicates learning goals with EBI mission and core values of bilingualism, educational excellence, diversity, international mindedness and character

- Integrates EBI mission into classroom activities
- Creates instructional goals and activities with high expectations
- Uses the designated language of instruction
- Plans and prepares for teaching to maximize student learning
- Remains current with content knowledge in one's subject area/s
- Plans to meet IB standards and practices
- Plans lessons that have a student-centered constructivist approach
- Plans based on the IB learner profile
- Plans for the use of technology and other resources as tools to enhance learning goals
- Plans for student reflection and self-assessment
- Plans collaboratively within teams
- Uses student assessment to plan future lessons

Causes intended learning through instructional practices

- Builds a community in the classroom, where students feel safe, included, represented and appreciated
- Models and incorporates the IB learner profile
- Exhibits student work
- Pursues open-ended inquiry and real life research through a student centered constructivist approach
- Involves students actively in their own learning
- Addresses the needs of students with different levels and types of abilities
- Uses technology tools to enhance student performance when appropriate
- Uses a range and balance of teaching strategies, resources and equipment to support student learning
- Empowers students to feel responsible and to take action

Assesses and evaluates to maximize student learning

- Views planning, teaching and assessing as interconnected processes
- Includes student input in designing assessments
- Assesses student's prior knowledge
- Uses a variety of assessment strategies considering students individual needs and interests
- Uses the assessment to reflect upon the lesson and makes changes if necessary
- Uses student assessment for future planning

Understands and meets the needs of students:

- Demonstrates the belief and commitment that all children can learn
- Meets with students and or parents to assess needs

- Communicates with colleagues regarding student progress

Collaborates with colleagues:

- Demonstrates flexibility
- Plans collaboratively within teams/departments
- Works toward building consensus in grade level and/or subject area meetings

Professional Growth:

- Commits to professional development aligned with EBI mission and goals
- Incorporates current research and innovation into practice
- Contributes to departmental/team/divisional meetings focusing on curriculum
- Contributes to the writing of curriculum documents
- Supports the professional development of colleagues
- Commitment to life long learning

Commitment to students:

- Develops a relationship of trust and respect with students and families
- Creates an environment where all students feel safe, included, represented and appreciated
- Maintains contact with students' entire support network
- Regularly communicates with families in variety of ways (meetings, conferences)

Contributions to EBI community:

- Participates as a positive and professional member of the EBI community
- Behaves in a manner consistent with the dignity of the profession and philosophy of the school
- Offers constructive suggestions for improvements or practices throughout the appropriate administrative channels
- Abides by and supports the school's policies, procedures and contractual obligations
- Is punctual
- Meets deadlines
- Supervises student behavior and promotes the development of self-management skills
- Supports the EBI mission and goals
- Builds school community

Qualifications and requirements:

- Speak, read and write in Spanish and English
- Experience working in the educational setting with lower school children

- BA Required
- Knowledgeable in Education Technology practices
- Ability to communicate verbally and in writing using Standard English and Spanish
- Fluent Spanish speaker
- Good interpersonal skills with both adults and children

Application Process

To be considered for the position, please complete an [application](#), and send a letter of interest, a resume, and contact information for at least *three professional references, including supervisors*, to Raquel Vizcaíno, Principal (2-8) at rvizcaino@ebinternacional.org. Please generate all documents as one MS Word doc or a converted PDF file. Incomplete files, or files or candidates that do not meet the desired qualifications, will not be considered.

EBI is an equal opportunity employer.