

Escuela Bilingüe Internacional (EBI)

Job Description

Job Title: Pre-Kinder Teachers

Job Class: FULL TIME EXEMPT

The Trustees and the Head of School of EBI are 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 Pre-Primary Teachers report directly to the Pre Kinder Director and supervise the Associate Teacher assigned to the classroom

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, global citizenship and character
- Integrates EBI mission into classroom activities
- Creates instructional goals and activities with high expectations
- Grading and reporting aligned with course subject expectations, including appropriate EBI standards and practices
- 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
- Posts planners, bulletins, appropriate messages, pictures, calendars
- Pursues open-ended inquiry and real life research through a student center constructivist approach
- Involves student actively in their own learning
- Addresses the needs of student 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
- Is accountable for achievement of all students

Assesses and evaluates to maximize student learning

- Views planning, teaching and assessing as interconnected processes
- Includes student input in designing assessments
- Assess student's prior knowledge
- Uses a variety of assessment strategies considering students individual needs and interests
- Uses the assessment to reflect upon the lessons and makes changes if necessary
- Uses student assessment for future planning
- Grading and reporting aligned with grade/subject expectations, including appropriate IB standards and practices

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
- Keeps records of performance and achievement, in a timely fashion

- 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
- Consults with school head, assistant head, learning specialist, subject coordinator, librarian, other teachers or the family as needed

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 lifelong 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 (e-mail, teacher sites, notes/letters, conferences)
- Meets with parents

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:

- Teachers must be fluent in Spanish and English
- Must have a BA in Early Childhood Education or related field and the 12 core ECE units required by the State of California Child Care Licensing. Minimum 350 days of 3+ hours per day within the last 4 years of experience working in ECE program and within the last 7 years required.
- Experience working directly in children centers with preschool age children within the last two years.
- Part time Teachers AA degree or valid ECE teacher certificate, or 123 ECE/CD core units 7 must meet all state licensing requirements, 2+ years preschool teaching experience in ECE settings within the last 4 years required.
- All teaching personnel must have Department of Justice fingerprint clearance, Criminal Record statement, Physical exam and TB test not older than 12 months, First Aid and CPR certificates.

In addition to classroom instruction, teachers are expected to participate in supervision duties, staff meetings, parent meetings and EBI events, workshops, various activities that promote the school programs and participate in the fundraising effort.