<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>High School Teacher</th>
<th><strong>Department:</strong></th>
<th>High School</th>
<th><strong>Updated:</strong></th>
<th>DEC. 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reports to:</strong></td>
<td>High School Principal</td>
<td><strong>Number of Direct Reports:</strong></td>
<td></td>
<td><strong>Location:</strong></td>
<td>Beirut, Lebanon</td>
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**Job Summary**

The Teacher creates and structures the students’ experiences in cooperation with students, parents, staff, colleagues, and administrators. The Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfil their potential for intellectual, emotional, and physical growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with ACS policies. S/he is committed to building community within the classroom and ACS. S/he promotes a positive image, the school’s mission and educational philosophy and fosters a welcoming environment. S/he handles information in strict confidentiality.

**Duties & Responsibilities**

- Serves the whole child, acknowledging that a student’s physical, social and emotional well-being relates to learning.
- Displays a wide variety of teaching strategies that effectively meet individual student needs and abilities.
- Prepares, integrates and enhances classroom instruction to motivate the abilities and interests of all students.
- Displays competence and confidence in using media and technology. Utilizes NESA Virtual School.
- Plans and implements strategies, which develop responsible behaviour in students and encourage student self-discipline.
- Provides constructive feedback for students using formative and summative assessments.
- Recognize the importance of the after-school activities program and assume responsibilities within the program.
- Model and encourage cultural awareness and understanding within a diverse classroom.
- Contributes to the teacher evaluation process by setting, implementing, and monitoring personal and professional goals dedicated to enhancing student learning.
- Has one co-curricular period in their teaching schedule and one supervisory duty per cycle (a cycle is every 6 days).
- Serves as an advisor for 6-10 students, including advisory block once per cycle.
- Attends all faculty, departmental, stand-up and parent/teacher conference meetings.
- Participates in one extracurricular activity per year.
- Creates a vital relationship with parents.
- Attends and participates in school events on the request of the administration.
### Job Requirements

<table>
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<tr>
<th><strong>Education:</strong></th>
<th>Bachelor degree in a related field of study</th>
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</table>
| **Work hours:** | 7:30 a.m. to 4:00 p.m.  
Vacations and holidays according to School calendar. |

### Competencies:

**Generic:**
- Accuracy/detail oriented
- Organizational skills/multitasking/time management
- Flexibility/adaptability
- Reliability
- Initiative taking
- Computer literacy
- Communication skills
- Team player
- Accountability
- Critical thinking
- Problem solving
- Culturally/diversity sensitive

**Specific:**
- Sensitive to school culture