

JOB DESCRIPTION

Position Title	Homeroom Teacher
Department:	Kindergarten (KG) / Elementary
Reports To:	Principal
Employment Type:	Full-Time

Credentials / Experience

- **Education:** Bachelor's degree in Education or a related field.
- **Experience:** Minimum of 2 years of full-time teaching experience.
- **Certification:** Valid Teacher Certification (Level 3).

General Responsibilities

The Homeroom Teacher at One International is responsible for creating a positive and engaging educational environment for students in grades K-5. This role involves delivering a comprehensive and dynamic curriculum, fostering student growth in core subjects such as language arts, science, social studies, civics, literature, and math. The teacher will design interactive lesson plans, provide constructive feedback, and ensure the holistic development of students in a nurturing and inclusive setting. The teacher will also be expected to embody and promote the school's core values of Education Excellence, Entrepreneurship, Holistic Wellness, and Culture & Global Insight.

Specific Responsibilities
1. Curriculum and Instruction:

- Develop and implement a balanced program of instruction, providing opportunities for students to observe, question, and explore, while emphasizing critical thinking and creativity.
- Adapt teaching methods and materials to meet diverse student needs and interests, integrating clear objectives into all lessons that encourage lifelong learning.
- Use various instructional strategies, including lectures, discussions, and hands-on activities, to engage students and enhance learning experiences.
- Continuously update and modify lesson plans throughout the year to align with pacing and student progress.

2. Student Assessment and Development:

- Monitor and evaluate student performance, behavior, social development, and physical health.
- Maintain accurate student records, including grading, portfolios, and other documentation as required by school policies.
- Administer standardized tests and interpret results to inform instructional decisions and identify areas for student support.

3. Classroom Management and Displays:

- Establish and enforce classroom rules and procedures to maintain a safe and respectful learning environment.
- Create and maintain engaging and informative classroom displays that reflect student work and support the curriculum.
- Manage student behavior using positive discipline techniques and approved procedures.

4. Parental and Community Engagement:

- Communicate regularly with parents and guardians about student progress, behavior, and other relevant information.
- Organize and participate in parent-teacher conferences, school events, and workshops to build strong relationships with families and engage them in their children's education.
- Foster a welcoming environment for parents and guardians, encouraging open communication and collaboration.

5. Professional Development and Collaboration:

- Participate in professional development opportunities, educational conferences, and workshops to enhance teaching skills and stay current with educational trends.
- Engage in training and development activities arranged by the school for continuous improvement.
- Attend and actively participate in staff meetings, curriculum planning sessions, and school committees.
- Collaborate with colleagues and administrators in curriculum development, program evaluation, and school-wide initiatives, with a focus on fostering innovation and risk-taking.

6. Resource Management and Extracurricular Activities:

- Organize and manage classroom resources, including materials and equipment, to support a rich learning environment.
- Lead and support extracurricular activities, such as clubs and academic contests, to foster student interests and talents.

7. Innovative Practices and Technology Integration:

- Integrate modern technology and digital tools into the classroom to enhance instructional delivery and student engagement.
- Foster a culture of innovation and creativity, encouraging students to think critically and solve problems.

8. Holistic Wellness:

- Promote mental and physical health and nutrition among students, integrating wellness education into daily routines and activities.

9. Culture & Global Insight:

- Instill a deep appreciation for Kuwaiti heritage and foster multicultural awareness, preparing students to thrive in a global society.
- 10. Performance Evaluation:**
 - Participate in a formalized evaluation system that includes classroom observations by administrators, assessments of student progress, and self-reflection.
 - Performance evaluations will be based on criteria such as instructional effectiveness, classroom management, professional growth, and contributions to the school community.
- 11. Community Engagement:**
 - Engage in community activities, including participation in cultural events and collaboration with local organizations.
- 12. Support for New Teachers:**
 - Access support systems designed for new teachers, including mentoring programs, orientation sessions, and peer support groups.
- 13. Involvement in School Improvement:**
 - Participate in school improvement initiatives, strategic planning, and curriculum review committees.
 - Contribute ideas and feedback to enhance the school's academic programs and overall educational experience.

Soft Skills and Competencies:

- **Communication:** Strong verbal and written communication skills, with the ability to connect effectively with students, parents, and colleagues.
- **Adaptability:** Flexibility in adapting to changing priorities, student needs, and educational innovations.
- **Problem-Solving:** Analytical and problem-solving abilities, capable of addressing diverse student challenges and needs.
- **Collaboration:** Ability to work collaboratively within a team and contribute to a positive school culture.
- **Commitment to Excellence:** Dedication to professional growth and continuous improvement in teaching practices.

EMPLOYEE ACKNOWLEDGMENT

Name :

Signature:

Date: