

## **Job Description**

**Title:** Elementary Teacher (Grs. 1 – 2)  
**School:** American School of Kuwait  
**Supervisor:** Elementary School Principal

### **Qualifications**

The Primary Elementary Teacher has:

- Current teaching certification (appropriate to age level)
- A minimum of an undergraduate degree in Elementary Education
- Previous Elementary teaching experience
- Ability to communicate well with others
- Positive attitude and sense of humor
- An ability to multi-task
- Ability to differentiate instruction to meet student needs
- Deep understanding of Elementary students and their needs

### **Preferred Skills**

Solid understanding of:

- Differentiated Instruction
- Understanding by Design
- Everyday Mathematics
- Inquiry-based Science
- Danielson Framework for Teaching
- 6+1 Writing Traits and Portfolio Writing
- Balanced Literacy
- Common Core State Standards
- Formative and Summative Assessment
- Responsive Classroom or Tribes
- Technology Integration including Moodle and Smartboards

## **Primary Teacher Responsibilities**

The Primary Team is made up of Grades 1 and 2.

### **Grade 1**

First Grade is a critical benchmark in education as six-year-old children learn through experience. The First Grade curriculum builds on prior knowledge to develop fundamental reading, writing, and mathematical skills. Through instruction, practice and modeling, students are guided to develop cognitive, social, and behavioral habits necessary for success in school and society. Parents are provided with regular information on how to support their child's learning in the home environment. Grade One classrooms provide an instructional environment rich in print and oral language. Reading and Writing instruction are integrated and holistic as each process informs the other. Daily oral reading, shared language experiences, small group guided reading, phonics development, creative writing, thematic study, non-fiction writing, vocabulary development, verbal and auditory activities, handwriting and spelling instruction are all integral parts of daily language instruction. ELL and reading specialists who conduct comprehensive pre- and post-year assessments further support language and reading instruction. Science and Social Studies are integrated with the language arts thematically. These units support children as they learn about themselves and their world environment. Science concepts are supplemented through weekly hands-on activities in a laboratory setting. Vocabulary and concept development are reinforced through reading, writing, and oral language activities. The class day goes from 7:15 a.m. to 2:00 p.m. There are two instructional assistants shared amongst the grade level team.

### **Grade 2**

Second grade is a very important stepping stone in the educational development process. While honing the basics of early childhood education, second grade takes a closer look at the fundamentals. A child that is in the second grade is exposed to a variety of literary genres while maintaining a multi-cultural perspective. Reading strategies are developed further while a variety of writing techniques are introduced. Cooperative learning in all areas of the classroom are fostered and given room to grow. Conversations as well as discussion are encouraged and a whole language approach is allowed to manifest for the empowerment of the student. Mathematics and Science are equally developed so that the child has a greater understanding of their environment. Recognition and calculation for basic mathematical terms are focused and an early introduction to geometric and science are presented along with a strong social science base. Thematic units are used so that a cultural connection can be made and a greater understanding of geographic and economic differences in our world can be investigated. The class day goes from 7:15 a.m. to 2:00 p.m. There are two instructional assistants shared amongst the grade level team.

### **General Teaching Responsibilities**

In addition to the grade level expectations, teachers at ASK are welcomed into a collegial and collaborative working environment. In support of this, teachers are expected to:

- Communicate and liaise on a regular basis with fellow team department/grade members with regards to planning, assessment, parent and community contact, subject organization and classroom issues such including discipline, expectations and routines
- Take an active role in behavioral management and pastoral care of class and homeroom groups
- Constructively contribute to weekly staff meetings
- Assist in supervision of student breaks
- Coordinate class activities as deemed necessary
- Maintain up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents
- Establish links with your parent community to ensure that parents are kept well informed about student progress
- Assist, as required, in the development of curricular materials
- Act as a resource/contact/support for new staff members (i.e. curriculum, schedules, procedures, and training of school-wide best practices)
- Participate in at least one co-curricular activity per year (stipend)
- Participate in and assist with school events as required

**School Hours:** 6:45 a.m. to 2:30 p.m. Sunday through Thursday.  
Classes meet 7:15 a.m. – 2:00 p.m.  
Weekends – Friday and Saturday

**Contact:** For more information contact Iain Macfarlane (Elementary School Principal) at **macfarlanei@ask.edu.kw**

*(Revised December 2013)*