

## **Job Description**

**Title:** Early Childhood Teacher  
**School:** American School of Kuwait  
**Supervisor:** Elementary School Principal

### **Qualifications**

The Early Childhood Teacher has:

- Current teaching certification (appropriate to age level)
- A minimum of an undergraduate degree in Early Childhood Education/Elementary Education
- Previous Elementary classroom teaching experience
- Ability to communicate well with others
- Positive attitude
- An ability to multi-task
- Deep understanding of Early Childhood 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

### **Early Childhood Responsibilities**

The Early Childhood Team is made up of the Child Development Center (CDC) program for 3 year olds, Kindergarten I (KG I) program for 4 year olds, and Kindergarten II (KG II) for 5 year olds.

### **CDC**

The classroom program has a developmentally appropriate curriculum, which includes activities in the areas of language, math, music, art, and physical education. The emphasis is on a process, not product. Session times are: 7:15 a.m. to 10:15 a.m. and 11:00 a.m. to 2:00 p.m. Class size is limited in each session so that the appropriate adult/child ratio is maintained. There is one teacher, two instructional assistants, and a maid.

## **KG1 & KG2**

Learning activities are based on themes determined by the interests of young children and by the learning experiences they encounter within their school and their multicultural community. The classroom is organized around centers, which include but are not limited to: art, blocks, listening, painting, computer, math manipulatives, dramatic play, and literacy. KG1 and KG2 also participate in music, physical education, and technology classes. Field trips are planned, which help expand and enrich the program. Session times are: 7:15 a.m. to 1:00 p.m. There is one teacher and one to two full-time instructional assistant in each classroom.

## **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
- Attend and constructively contribute in 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
- Administer the CDC, KG I , and KG II admissions test to potential new students
- 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 7:00 a.m. – 1:00 p.m.  
Weekends – Friday and Saturday

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

*(Revised December 2013)*