



FUKUOKA INTERNATIONAL SCHOOL  
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## Full-Time Teacher Job Description

Updated: November 2020

**Job Title:** Full-Time Teacher

**Responsible to:** Assistant Principal and Principal

### DUTIES AND RESPONSIBILITIES

#### Introduction

Teachers are expected to embrace and promote the mission of Fukuoka International School (FIS) at all times. They are expected to represent the school to the highest professional standards.

#### A. Student Learning

The teacher is expected to provide quality teaching and learning opportunities for the students at FIS in accordance with the school's established curriculum (IB DP or FIS DP, IB MYP, and IB PYP), standards, and expectations.

1. To actively promote excellence in the classroom and to establish a school environment in which active, individual learning and progress for all students is the norm.
2. To prepare and plan lessons in accordance with the school curriculum and the requirements of the IB programmes.
3. To monitor and assess students' effort and achievement in accordance with the school's assessment and grading policies and procedures and to adjust teaching strategies accordingly, understanding that inquiry-based learning should be at the core of the classroom experience for all students.
4. To plan, teach, and assess daily work on a regular basis reflecting appropriate assessment procedures and policies and including the necessary differentiation in teaching and learning as dictated by the makeup of the class.
5. Report and collaborate with the Wellbeing Team to support all students with learning differences. Maintain all documentation that is required.
6. To address individual student needs as necessary.
7. To contribute to the development of the school curriculum through cooperative interaction with the Assistant Principals and Principal. Collaboration among teachers is a core expectation of IB World schools and is a core expectation at

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8. All teachers are required to complete reporting processes as required by the school divisions and to meet deadlines set for these.
9. To communicate regularly with homeroom teachers and/or specialist teachers about assigned students regarding any concerns or developments.
10. To provide two after-school programs, for one hour per week, or the equivalent as determined by the Head of School and After School Coordinator.

### **B. School Organization**

The teacher is expected to work in a positive, professional, supportive manner and develop a collaborative and team approach to enable the school to achieve its stated philosophy and its specific goals.

1. To be familiar with all school procedures as appropriate.
2. To report student illness, accident or injury to the school office/school nurse promptly.
3. To tend to routine matters.
4. To attend all appropriate staff meetings.
5. To notify the Principal as early as possible regarding necessary absence(s).
6. To participate in professional growth and in-service activities including Curriculum Days and assigned professional development opportunities.
7. To participate in school-based committees.
8. To actively participate in teacher workdays including Sports Day and the Spring Festival as well as other school-related days.
9. To maintain an up-to-date attendance register for classes attendance on the Student Management system as required by both elementary and secondary. In all cases, the teacher is to report students of concern to the appropriate person.
10. To read and act upon, where appropriate, all internal communication as used by the school This will include the distribution of letters from the Head of School, Principal, PTA., and other pertinent communication as provided and distribute notices to students on a timely basis.
11. To report any situation which might constitute a health and/or safety hazard to the Facilities Manager and Principal.
12. To conduct school business at all times in a professional and ethical manner.
13. To provide copies, in advance, of letters to be sent home, to the Assistant

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Principal or Principal as appropriate.

14. To be familiar with the school's teaching resources and to safeguard the loss/damage of school equipment and materials.
15. To develop an annual budget for necessary classroom/instructional materials in conjunction with the assistant principal.
16. To tend to routine classroom maintenance and notify the office of any classroom items needing repair/replacement.
17. To participate in the FIS Professional Growth Model.

### C. School Community

The teacher is expected to view the role of parents in the learning process as important. Good parent/school relationships should be promoted and fostered.

1. To be familiar with the diversity of the school community and students' family background.
2. To promptly communicate regularly with parents on pupil progress and any problems that may occur.
3. To support learning beyond the classroom through extension activities.
4. To attend and prepare for Parent Teacher Conferences.
5. The teacher is expected to attend community events. These include, Meet the Teacher, various concerts and Parent/Teacher Association (P.T.A.) meetings.
6. To initiate regular parent/teacher meetings as deemed necessary when students are struggling academically or in the social realm as well as for matters of student behaviour.

### D. Advisory/Homeroom Teacher

All full-time teachers can expect to be homeroom teachers. The responsibilities are listed below:

1. Complete morning registration.
2. Readout applicable notices from the daily bulletin.
3. Monitor the cleaning of the homeroom class.
4. Issue letters/notices to go home to parents.
5. Establish and monitor the remediation process for students requiring this.
6. Guide homerooms with their assemblies/ functions responsibilities e.g. Japan Day, Spring festival
7. Actively monitor homeroom students behaviour at assemblies and other such

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8. Report any pattern of tardiness and any behaviour issues.
9. Monitor the student behaviour expectations of homeroom.
10. Support and coordinate dialogue between parents and/or teachers when there is student concern.
11. Work with the Counsellor in the design and delivery of the student pastoral programme e.g. anti-bullying programme etc.
12. Attend the Week without Wall trips (Secondary) and ES camp (Elementary)

### **E. General**

Other responsibilities and tasks as assigned and directed by the Principal and Head of School.

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