



# SECONDARY SCHOOL SCIENCE TEACHER

Start date: August, 2023



<https://www.aas.ru/about-us/employment>

*The Anglo-American School of Moscow only accepts resumes in English. Interviews and communications are conducted in English language. Fluent spoken and written English language (C1 or a C2 level) is a must.*

**TYPE OF JOB:** Full time

**ROLE LEVEL:** Non-managerial

**REPORTS TO:** Secondary Principal

## GENERAL DESCRIPTION

The Teacher is responsible for teaching science to students in Middle and/or High School. The person in this position must be flexible, qualified & capable of instruction in a variety of levels and grades across secondary school. Class sizes range from 8-18, typically averaging 12 students. The number of students per class is dependent upon student enrollment/selection of each course, and may vary from semester to semester.

The Teacher plans and organizes lessons in accordance with the AAS adopted curriculum and the students' grade level. The Teacher must be able to communicate well with students, parents, leadership and colleagues, and possess the ability to be flexible and creative with lesson plans to reach students of varying abilities. S/he also helps students develop social skills and positive learning habits in an enthusiastic, stimulating, and positive, inquiry-based classroom environment.

A primary responsibility is to develop and implement curriculum, in collaboration with colleagues; and plan engaging lessons. The Teacher interacts frequently with students' parents/guardians, in a variety of ways, to effectively communicate progress using standards-based assessments, and is responsible for a variety of other communications. The Teacher also is responsible for additional supervision during the school day outside of classes taught. The Teacher proactively participates in continuing professional education on a regular basis.

The Teacher maintains the highest levels of confidentiality and establishes professional relationships with students, parents/guardians, staff, substitutes, and all AAS Community members.

## QUALIFICATIONS AND REQUIREMENTS

### Required

- Two or more years of full-time, full-year teaching experience upper elementary, middle and/or high school classrooms
- Academic background or experience in the area to be taught
- Bachelor's degree or higher education
- Certification in Elementary Education or Secondary Education
- Commitment to being an integral part of the AAS learning community
- Dedication to being a reflective practitioner
- Collegial and cooperative relationships with colleagues
- Ability to lead co-curricular activities
- Experience and willingness to lead co-curricular activities
- Demonstrated proficiency with common technology applications (Microsoft Suite, GSuite, Outlook, etc.) and ability to learn new technology and applications
- Speak, read and write in English fluently, according to the CREF standards, C1 or a C2 level, as determined by the external AAS testing provider
- Must be eligible to receive a security clearance certification (provided by AAS)

### Preferred

- 5 years experience as a classroom teacher
- Master's Degree in Education
- Understanding of and experience using standards-based grading and reporting
- Understanding of and experience also in inquiry based science curriculum
- MYP and/or IB experience

**KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent communication skills, both verbal and written
- Ability to work independently and as part of a team
- Ability to work cooperatively and collaboratively with others
- Demonstrated analytical, problem solving and time management skills
- Ability to work in a fast-paced environment, manage shifting priorities
- Demonstrated poise, tact, and diplomacy

**CORE DUTIES****Curriculum Planning and Instruction**

- Prepare lesson plans according to AAS standards and benchmarks, using an inquiry-based approach and the IBO framework
- Prepare, deliver and assess students' tasks, formative and summative assessments, in a timely manner, aligned with the subject area standards and according to AAS policies and procedures.
- Collaboratively with the subject-area, grade level teams and, if applicable, assigned instructional assistant(s), prepare materials and classrooms for class engagements.
- Adapt teaching methods and instructional materials to differentiate and meet students' varying needs, skill levels, and interests.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Instruct students individually and in groups, using various teaching methods including discussions, and methods of inquiry.
- Promote and provide emotionally and physically safe opportunities for student advocacy, voice and choice in their learning and classroom routines.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students and other stakeholders.

**Child Safeguarding & Classroom Management**

- Observe and evaluate students' performance, behavior, social development, and physical health; refer any concerns promptly according to internal procedures and established timelines.
- Ensure students' environments are physically and emotionally safe; act as a role model, promote a positive atmosphere at all times: in class, during recess, lunch and other before and after-school activities. Supervise according to a rotating schedule.
- Ensure and adhere to AAS Child Protection standards for behavior and routines
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Guide and counsel students with adjustment and/or academic concerns, or special academic interests; collaborate with the counselor, other departments and single subject teachers.
- Know and demonstrate understanding of AAS policies and rules governing students' behavior and expectations.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Supervise, mentor, and plan assignments for instructional assistants (when applicable), and substitutes.

**Collaboration, Communication, and Technology**

- Meet with parents/guardians to discuss their student's progress, and to determine their academic, social and emotional goals and strategies for how these will be met.
- Maintain timely, accurate and complete student records in AAS systems
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Attend staff meetings, and serve on committees as required.
- Offer a co-curricular activity and/or participate in leading co-curricular activities
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Plan and supervise class projects, service learning experiences, off-site excursions, "discovery days," visits by guest speakers, or other experiential activities, and guide students in learning from those activities, according to AAS established procedures.
- Use technology, audiovisual, and a variety of technology devices and materials to supplement lessons, collaborate with the technology integration faculty members.
- Collaborate with other faculty (within and across grade levels) and leadership in the development, evaluation, and revision of middle school programs, units and lessons.
- Prepare recurring and ad-hoc reports on students and activities as required by leadership and established AAS reporting schedules.
- Performs other duties as assigned