



# ELEMENTARY SCHOOL CLASSROOM 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:** Elementary School Principal

## GENERAL DESCRIPTION

An Elementary School Classroom Teacher is responsible for teaching fundamental subjects to children ranging from grades Pre Kindergarten - Grade 5. The Elementary School Classroom Teacher must be able to communicate well with students 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; plan engaging lessons. The Elementary School Classroom Teacher interacts frequently with students' parents/guardians, in a variety of ways, to effectively communicate progress and is responsible for a variety of other communications. The Elementary School Classroom Teacher proactively participates in continuing professional education on a regular basis. Responsible for the day-to-day mentoring of an Instructional Assistant assigned to the classroom.

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 in elementary classrooms
- Academic background or experience in the area to be taught
- Bachelor's degree or higher education
- Certification in Elementary 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
- Demonstrated proficiency with common technology applications (Microsoft Suite, GSuite, Outlook, etc.) and ability to learn new technology and applications
- Legally residing and able to work in Moscow, Russia.
- Speak, read and write in English fluently, according to the CEFR 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

- Experience teaching in a PYP school
- 5 years' experience as a classroom teacher
- Master's Degree in Education
- Understanding and implementation of Toddle PYP learning platform

### 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
- Prepare, deliver and assess students' tasks, formative and summative assessments, in a timely manner, aligned with the PYP Framework and according to AAS policies and procedures.
- Collaboratively with the subject-area, grade level teams and 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, behaviour, 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 behaviour 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 problems, or special academic interests; collaborate with the counsellor, other departments (student support services) and single subject teachers.
- Know and demonstrate understanding of AAS policies and rules governing students' behaviour 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 and substitutes.
- May involve parent volunteers and older students in children's activities, in order to facilitate involvement in focused, complex play, according to AAS procedures.

### Collaboration, Communication, and Technology

- Meet with parents and guardians to discuss their children's progress, and to determine their academic, social and emotional goals and strategies for how these will be met.
- Maintain accurate and complete student records
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Attend staff meetings, and serve on committees as required.
- Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- Plan and supervise class projects, learning excursions (field trips), visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Use technology, audiovisual, and a variety of technology devices and materials to supplement lessons, collaborate with the digital learning coach.
- Collaborate with other teachers (within and across grade levels) and leadership in the development, evaluation, and revision of elementary school programs, units and lessons.
- Prepare recurring and ad-hoc reports on students and activities as required by leadership and established AAS reporting schedules.

*The above statements are intended to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.*