

**NOVA International School
Seeks an Elementary School Support Teacher
(2023-2024 school year)**



KEY ATTRIBUTES

Position Description/Overview:

The Elementary Support Teacher's primary focus is to support student learning with a special emphasis on supporting English as an Additional Language (EAL) learners. This includes teaching stand-alone lessons for EAL learners and assisting the homeroom teacher with differentiated instruction in the classroom for all children. The Support Teacher will be responsible for working with individual or smaller groups of students who need assistance to absorb the lesson material.

Teaching Responsibilities

- Develop, plan, and teach small group lessons to EAL learners.
- Work collaboratively with Homeroom Teachers to track the growth of EAL learners.
- Monitor the progress and growth of those students receiving EAL services, write report card narratives, and communicate with parents.
- Provide specific feedback to students, both positive encouragement and constructive suggestions.
- Provide a clear Learning Target for each lesson.

All Students in the Classroom

- Review material taught in class with individual students with learning challenges.
- Work with smaller groups of students for remedial (or advanced learners) teaching or reinforcing the learning process.
- Teach the class if the Homeroom Teacher is absent.
- (EAL Teachers) Monitor students' progress and keep accurate, cumulative records of children's achievements for parents and Homeroom teachers.

Other Responsibilities:

Classroom Management & Safety

- Create a safe and supportive learning environment.
- Actively participate in creating and reinforcing classroom rules and expectations.
- Maintain a well-managed classroom environment that encourages students to take risks, focus on learning, and always be respectful and courteous.
- Oversee students during non-classroom times, including in-between classes, during lunch, on the playground, and on-field excursions.
- Develop and maintain positive relationships with parents.
- Carry out duties as assigned on the playground, in the cafeteria, etc.
- Support Homeroom Teacher with additional tasks.

Contribution to Teaching Team Collaboration

Work cooperatively, collegially, and supportively with other staff members and teachers. Support the homeroom teacher with materials preparations, grading, and other responsibilities assigned.

- Collaboratively plan weekly lesson plans, units of study, and classroom activities with Homeroom Teachers.
- Grade student work and input data as assigned.
- Prepare materials for classroom lessons and activities.

QUALIFICATIONS

It is expected that candidates for this position will be highly qualified educators. Candidates we would consider a good match include:

Education / Certification / Experience:

- Early years/Elementary school pedagogical specialization or BA in teaching English language
- Current educational certification
- Previous relevant experience in working with elementary students
- Experience working in similar dynamic learning communities

Personal Characteristics:

- Collaborative and flexible
- Possesses enthusiasm and advocacy for student wellbeing
- Displays excellent social skills which enable community-wide collaboration
- Is highly organized
- Has minimum of C1 level of English language proficiency

Why Join Us:

Joining our team at Nova means being part of a supportive community dedicated to excellence in education. Here, you'll have the opportunity to make a real difference in the lives of students, shaping their learning journeys and fostering a love for learning. With a collaborative and vibrant environment, Nova provides ample opportunities for professional growth and development. Be a part of a team that values innovation, creativity, and student success.

Additionally, we provide private health insurance as a benefit, ensuring the well-being and security of our team members.

APPLICATION

If you are ready to make a difference in the lives of students and join our vibrant community, please submit your application to recruitment@nova.edu.mk by Friday, March 8th, 2024. Include a single PDF document containing your resume, contact information for two past supervisors willing to provide confidential references, and a one-page cover letter explaining your motivation for joining Nova.

Join us in shaping the future of education at Nova!