

**NOVA International School Skopje
Seeks a Kindergarten Homeroom Teacher
(2024-2025 school year)**



KEY ATTRIBUTES

Position Description/Overview:

The position of a classroom teacher entails various responsibilities related to student interaction and instruction on a daily basis. Teachers utilize a range of instructional techniques to deliver the school curriculum in the subjects and classes assigned by the school administration, aligning with the school's mission and vision. In addition to being advocates for students, teachers are also expected to personalize learning experiences, provide support to students inside and outside the classroom, and actively participate in extracurricular activities. An important objective for all teachers is effectively integrating technology into their instruction. To excel in this role, teachers should possess qualities such as organization, flexibility, adaptability, and a willingness to receive feedback. It is crucial for teachers to serve as positive role models within the school and community, consistently demonstrating professional and ethical behavior.

GUIDING PRINCIPLES

Our Mission Statements as it relates to the personal attributes that are found in the IB Learner Profile:

Our school nurtures learners as balanced, informed, and empathetic thinkers to embrace their full potential.

QUALIFICATIONS

Principle Duties and Responsibilities:

Teaching and Learning:

- Deliver lessons based on assigned classes, subjects, and curriculum.
- Develop personalized instructional materials to meet the diverse needs of students.
- Implement a variety of teaching strategies to promote active learning.
- Provide additional support or enrichment opportunities outside regular class hours.
- Assess student progress using various measures and adjust instruction accordingly.
- Collaborate with colleagues to address student needs and challenges.
- Stay updated on educational best practices through professional development.

Learning Environment:

- Establish and maintain a positive and inclusive classroom atmosphere.
- Create an engaging learning environment with functional and appealing displays.
- Ensure classroom organization and cleanliness to enhance learning.

Administrative Responsibilities:

- Manage classroom inventory and report any issues to school administration.
- Communicate regularly with parents to discuss student progress and school programs.
- Respond promptly and professionally to communication from stakeholders.
- Use school resources responsibly and adhere to technology policies.

Professionalism:

- Foster positive relationships with students, colleagues, parents, and administrators.
- Demonstrate professional and ethical conduct both within and outside the school.
- Arrive punctually and prepare for work and meetings.
- Be open to feedback and continuous improvement.

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:

- Macedonian license for teaching in kindergarten.
- Current educational certification.
- Previous relevant experience in working with elementary students.
- Experience working in similar dynamic learning communities.

Personal Characteristics:

- Collaborative attitude and ability to work effectively in a team.
- Flexibility and adaptability in handling challenges and changes.
- Embodies the [IB Learner Profile](#) Attributes.
- Strong organizational skills and attention to detail.
- Has a minimum 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 students' lives and join our vibrant community, please submit your application to recruitment@nova.edu.mk by **Tuesday, April 16th, 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!