



**SECONDARY SCHOOL EAL  
TEACHER  
AMERICAN INTERNATIONAL  
SCHOOL OF ABUJA**

*Application Deadline: December 1, 2024*

*Come join our team.*

## Introduction

The **American International School of Abuja** (AISA) is a private, non-profit, coeducational, college preparatory day school offering U.S. accredited programs in an English language setting from preschool (age 3) through grade 12. Located in Nigeria's capital, AISA was founded in 1993, serving a diverse, multi-cultural community. The school year comprises 2 semesters beginning in August and ending in June. AISA has 182 instructional days. The school is accredited by the Middle States Association. AISA is a member of the Association of International Schools in Africa (AISA) and the West African International Schools Activities League (WAISAL)



## Mission & Vision



### Mission

Challenge, Collaborate, Empower: Inspiring Global Citizens to be Lifelong Learners

### Vision

The AISA vision is to be a world-class international school that develops students' skills, knowledge and character to enable them to achieve their full potential and pursue their dreams.

### Core Values

- All people have equal inherent worth and dignity.
- Collaboration and consensus-building contribute to an effective community.
- Embracing diversity strengthens individuals and unifies our community.
- Continuous growth and perseverance are fundamental in pursuing one's goals.
- Intentionally building trust facilitates dependable relationships

### An AISA Graduate

- Is passionate and self-motivated in pursuing their individual personal and academic interests.
- Models integrity and respects the local and global community, its people, and the environment.
- Exhibits strong social, communication, and leadership skills.
- Seeks, builds, and maintains personal and professional networks.
- Is creative and resourceful in finding opportunities for enrichment.
- Demonstrates open-mindedness.
- Takes responsibility for their actions and stands up for their beliefs.
- Uses technology to enhance their learning.
- Communicates in more than one language.



## The School

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### Curriculum

The AISA secondary curriculum is based on a combination of Common Core and AERO (American Education Reaches Out) standards and benchmarks. In the High School, the Advanced Placement Programs are offered including the AP Capstone Program, which add further academic rigor to the educational program.

AISA faculty design units of instruction using the “Understanding by Design” (UbD) framework with a focus on aligning assessment and instruction to standards. Integration of technology, differentiation and cross- curricular connections are all hallmarks of the UbD design process. AISA is continuing the journey of becoming a school dedicated to implementing a comprehensive standards-based learning system.

### Faculty and Administration

In the 2024-2025 school year, AISA has 44 full-time teachers, 24 of whom are U.S. citizens, 10 host-country nationals, and 10 third-country nationals from Australia, Brazil, Germany, Spain, Philippines, Bolivia, Canada, Ghana, and the UK. AISA also employs 24 full-time teaching assistants with at least 1 in each elementary classroom. All teachers hold advanced or post graduate degrees that qualify them to teach in their assigned subject areas.

The administrative team consists of the Head of School, Early Childhood and Elementary School Principal, Middle and High School Principal, and is further supplemented by the Business and Operations Manager and Director of Technology to comprise the educational operations team.

### Governance

AISA is governed by a seven-member Board of Governors. Six members are elected to two-year terms by the parents of children enrolled at the school and one member is appointed by the U.S. Ambassador. In response to legal requirements in Nigeria, there is also a three-person Board of Trustees that works in a collaborative manner with the Board of Governors on the most strategic of school developments.



# Campus

## Facilities

The school includes 36 classrooms, EAL and Learning Support centers, 2 science labs, a library media center, 2 music rooms, 2 art rooms, a multipurpose hall, 16 administrative offices, a conference room, a clinic, and a school store. The school also has a swimming pool, soccer field, 2 basketball courts, tennis court, running track, golf court, 2 playgrounds and a snacks bar.

The school has purpose-built multiple four-story buildings on the campus that accommodate all of the overseas hire faculty and administrators.



# The Position

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## Job Description

The EAL teacher position is responsible for elementary middle/high school students with a beginning to intermediate level of English. This will include one on one and small group sessions. The teacher will also work with EAL students in their content area classes (English, Science, Social Studies, Science, etc.) and collaborate with teachers to differentiate instruction and assessments. The teacher will utilize the materials and resources made available to plan and implement the daily lessons for students. The teacher will also provide feedback to students on their classroom and homework assignments.

The EAL teacher works primarily with middle and high school students with a beginning to intermediate level of English to ensure they can reach their academic potential as AISA students. They will provide curricular support during classes of content area subjects (i.e. English, Social Studies, Science) and by utilizing one-on-one and group sessions. They will collaborate with classroom teachers to share individual language needs of students, adapt instructional materials, and provide accommodations as necessary. The EAL teacher will assess and monitor the progress of students in their ability to read, write, speak and listen in English and maintain this data in individual student records. They will also create for each student an EAL learning plan outlining the type of support the student will receive and communicate that information with the students' families.

## *Professional Qualities*

## Position Requirement

1. Bachelor's or advanced degree preferably in education.
2. Experience working with AP programs
3. Previous international teaching experience preferred
4. US, Canada, UK, Australia, or equivalent Teacher certificate/license required.

## Description of Duties

- Teaching and Learning
  - o Teaches the classes, subjects, and curriculum as assigned by the school administration according to the master schedule and curricular maps
  - o Curriculum development and/or revision responsibilities, especially in the secondary department
  - o Full involvement in our advisory and after school activities programs, including advising secondary students and 1-3 days/wk for after school activities.
  - o Dedicated time to shape great programming in collaboration with colleagues.
  - o Contributing to AISA's continual improvement through participating in the accreditation process and other priority areas.
  - o Supporting individual student and community growth through the flexible assignment of other duties.
- Learning Environment
  - o Establishes and maintains standards of student behavior consistent with the Code of Conduct in the Parent-Student Handbook, divisional objectives, and school-wide goals that achieves a functional, positive, and equitable learning atmosphere in the classroom
  - o Creates an effective environment for learning through functional, attractive, and relevant displays, bulletin boards, and interest centers

- o Maintains the physical organization, layout, and neatness of the classroom in a manner that encourages student learning
- Administrative Responsibilities
  - o Assumes responsibility for the agreed-upon classroom inventory list at the beginning of each year and reports any missing, damaged, or moved items to the school administration in a timely fashion
  - o Communicates regularly and proactively with parents through conferences, email, telephone, and other means to discuss students' progress and interpret the school program
  - o Responds to all communication from colleagues, parents, and administrators in a timely and professional manner
  - o Assists the school administration in the development and accuracy of the classroom inventory list (textbooks, manipulatives, furniture, electronics, etc.)
  - o Prepares and generates reports/documentation in a timely fashion as requested by the school administration
  - o Assists the school administration in recommending instructional materials and supplies that will enhance and support the school's curriculum and educational mission and vision
  - o Supervises students before school, during recess, and/or after school hours as required by the school administration and provide adult presence at all other times on campus
  - o Ensures that school resources are used meaningfully and responsibly under his/her direction, and is prudent and careful when requesting additional resources
  - o Organizes clubs or after-school activities proactively or at the behest of the school administration
  - o Is a responsible user of the school's technological and electronic resources; uses the school's Internet for school-related communication only
- Professionalism
  - o Maintains positive working relationships with students, colleagues, parents, and administrators
  - o Exhibits professional and ethical behaviour at all times in school and in the community
  - o Dresses professionally in line with the dress code indicated in the faculty handbook
  - o Arrives to work and meetings punctually and prepared
  - o Receptive and open to feedback from colleagues, administrators, students, and parents
- Other
  - o Complies with all school policies and regulations
  - o Any additional duties or responsibilities as assigned by the immediate supervisor

## Personal Characteristics

1. A collaborative attitude and willingness to work with others
2. Flexibility and adaptability in dealing with difficult decisions and/or changing circumstances
3. A high sense of organization and order
4. Knowledge and previous training of the Understanding by Design framework preferred
5. Experience with initiatives/programs such as Reader's/Writer's Workshop, Advanced Placement, Common Core preferred
6. Demonstrates the ability to develop a collegial, collaborative and positive atmosphere amongst the faculty.
7. Demonstrates strong interpersonal skills.
8. Demonstrates excellent communication skills.

9. Is flexible and has a sense of humour.
10. Interest in living and working in Nigeria.

## Salary and Benefits

The salary and benefit package for teachers is competitive and will be commensurate with the candidate's qualifications and experience.

## Procedure for submitting an Application

Candidates should send the information listed below as a single pdf file attached to an email, sent to the Head of School, Mr. Greg Hughes ([greg.hughes@aisabuja.com](mailto:greg.hughes@aisabuja.com)) and [humanresources@aisabuja.com](mailto:humanresources@aisabuja.com):

- A letter of application, explaining your strengths as a candidate and why you are interested in this particular position at AISA.
- A current résumé not to exceed two pages.
- A one-page list of references who have served as immediate supervisors with current addresses, phone numbers and email addresses.
- A maximum of four letters of reference (scanned at low resolution) that may already be in your possession.

## Fast Facts

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|----------------------------------|-------------------------|
| Year Established                 | 1993                    |
| Accreditation Agency             | MSA                     |
| School type                      | Independent, non-profit |
| Language of Instruction          | English                 |
| Total Enrollment                 | 397                     |
| Primary School Enrolment         | 212                     |
| Secondary School Enrolment       | 185                     |
| Grades                           | Preschool - Grade 12    |
| Student Age Range                | Age 3-18                |
| Student Nationalities            | 44                      |
| Average % Home Country Nationals | 22.8%                   |
| Student to Teacher ratio         | 12:1                    |
| Number of Faculty                | 44                      |
| Faculty Nationalities            | 11                      |
| Number of Board Members          | 7                       |