



POSITION TITLE

**ELEMENTARY SCHOOL  
TEACHER**

APPLICATION DEADLINE:  
**OCTOBER 31, 2025**



[www.aisabuja.org](http://www.aisabuja.org)



WELCOME TO  
**a isa**

*American International School Abuja*



## 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 AND 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.



**1993**  
Founded

**400+**  
students  
Enrollment

**40+**  
Nationalities  
Represented

**180+**  
Faculty &  
Staff

**11:1**  
Teacher-  
to-student  
ratio

**Pre-K -  
Grade 12**  
Grade  
Levels

### ACCREDITATION AND MEMBERSHIP



#### SCHOOL TYPE

Independent,  
non-profit

#### FACULTY

44  
(11 nationalities)

#### BOARD MEMBERS

7

#### STUDENT AGE RANGE

3-18



"One Mission,  
Many Shades  
of **Smiles.**"

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## ABOUT US

**The American International School of Abuja (AISA)** is a private, nonprofit, English-medium of instruction, coeducational, college preparatory day school offering programs from preschool (age 3) through grade 12. **Located in Nigeria's capital, AISA was founded in 1993** and serves diplomatic, expatriate, and local families. The school year consists of two semesters, spanning from August to June. **AISA has 182 instructional days.**

AISA is a US Department of State Overseas School and offers a broad and balanced American-style education. The curriculum is aligned to the AERO Common Core Standards in core subjects and prepares students for higher education in North America, the UK, Europe, Australia, and English-speaking settings. AISA offers a variety of electives, including Art, Music, Theater, PE, Design, and World Languages, particularly French and Spanish. English as an additional language (EAL) and learning support services are available.

AISA offers after-school activities including Model United Nations (MUN), National Honors Society (NHS), Student Council, Community Service options, and interest-based clubs. In athletics, AISA competes in the West African International School Activities League (WAISAL) in basketball, soccer, swimming, volleyball, robotics, mathematics competitions, and band.

For more than three decades, AISA has provided a holistic, world-class education that combines academic excellence, creativity, and character development.

AISA is known for its welcoming community, diverse student body, and dedicated faculty. AISA empowers students to become independent thinkers, lifelong learners, and compassionate leaders who are prepared for success in universities around the world.





## CURRICULUM & ACADEMICS

AISA follows an American-based curriculum enriched with international perspectives. The program emphasizes inquiry, problem-solving, creativity, and collaboration.

- **Preschool & Elementary:** Focus on literacy, numeracy, creativity, and inquiry-based learning.
- **Middle School:** A balanced program blending core academics, arts, technology, and exploratory courses.
- **High School:** A rigorous college-preparatory curriculum with Advanced Placement (AP) options and individualized university counseling.

# CAMPUS, FACILITIES & ENVIRONMENT

The American International School of Abuja is a state-of-the-art, secure, single campus designed to inspire learning and creativity. Students benefit from multiple science labs, a vibrant library and media center stocked with books, e-books, and magazines, and dedicated performing and visual arts spaces for music, drama, and art.

Outdoor facilities include playgrounds, green spaces, a community garden, sports courts, a multipurpose hall, a swimming pool, a bunny area, and a mini golf course, creating endless opportunities for recreation, exploration, and hands-on learning in a safe and welcoming environment.



# IN OUR WORLD

All People have Equal Worth and Dignity



## THE STUDENT BODY

AISA welcomes a vibrant, international community representing more than 40 nationalities from Early Childhood through Grade 12. Nigerian students comprise a significant portion of our enrollment, with the remainder coming from across Africa, Europe, Asia, and the Americas. Small class sizes—typically 18 to 22 students—ensure personalized attention and strong teacher–student connections.

## FACULTY

Our faculty is composed of highly qualified international and local educators from the United States, Canada, Europe, Africa, and beyond. They bring a rich diversity of perspectives and a shared commitment to student success. Ongoing professional development is a cornerstone of AISA’s culture, keeping teachers at the forefront of global education practices.

## COMMUNITY & PARENT INVOLVEMENT

The AISA community is strengthened by active parent partnerships and a welcoming spirit. The energetic Parent Teacher Association (PTA) fosters close ties among families, staff, and students, hosting signature events such as International Day, Nigeria Day, Food & Fun Fairs, talent shows, and community service projects. These gatherings celebrate diversity and create meaningful opportunities for families to engage with school life.

## STUDENT VOICE

Leadership and student agency thrive across all divisions through Student Councils (StuCo):

- Elementary StuCo – introduces young learners to leadership and service.
- Middle School StuCo – empowers students to plan activities, represent peers, and promote school spirit.
- High School StuCo – leads major events, advocates for student interests, and models civic responsibility.

From grade-level representatives to school-wide initiatives, these councils ensure that student perspectives help shape the AISA experience.



### CONTACT INFORMATION

#### SCHOOL ADDRESS:

Plot 346 Cadastral Zone  
B02, Durumi District, Abuja,  
FCT - 900104

#### SCHOOL CODES:

CEEB: 630540  
UCAS: 45704

✉ [admission@aisabuja.com](mailto:admission@aisabuja.com)

☎ **+234 703 215 3798**

🌐 [www.aisabuja.org](http://www.aisabuja.org)

# BEYOND THE BEYOND THE CLASSROOM CLASSROOM

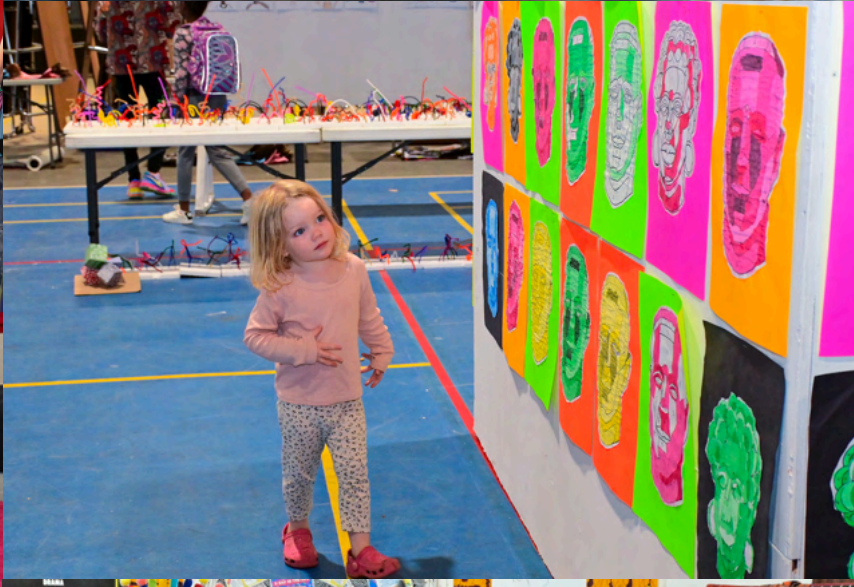
**Athletics:** Soccer, basketball, swimming, track & field, volleyball, and more (through WAISAL competitions).

**Arts:** Drama productions, visual arts exhibitions, choir, and music programs.

**Clubs & Activities:** Student Council, Model United Nations (MUN), Robotics, Media Club, and Service Learning.

**Community Service:** Students participate in outreach initiatives and sustainability projects that foster empathy and leadership.





# LIVING IN ABUJA, NIGERIA

Moving to Abuja offers families a unique opportunity to experience West Africa's vibrant culture while enjoying the comforts of a modern, planned city. With English as the official language, a thriving expatriate community, and a rich mix of traditions, music, and cuisine, Nigeria provides an exciting backdrop for AISA families.

## POPULATION

Africa's most populous country  
– 220+ million people

## OFFICIAL LANGUAGE

**English** is official, alongside 500+ local languages (Hausa, Yoruba, Igbo, etc.)

## ABUJA, THE CAPITAL CITY

**Abuja** is a planned capital with green spaces, international community, and modern amenities.

## CULTURE

Renowned for Afrobeats music, world-class literature, and colorful fashion.

## CLIMATE

Tropical with **Rainy (Apr–Oct)** and **Dry (Nov–Mar)** seasons; Abuja is cooler and less humid than coastal cities.

## ECONOMY

One of Africa's largest—rich in oil, agriculture, and a fast-growing tech sector.

## TRAVEL & LIFESTYLE

Direct international flights; shopping, global cuisine, festivals, hiking spots like Aso Rock and Millennium Park.

## RELIGION

Largely **Christian** and **Muslim**, with traditional beliefs also practiced; religious tolerance and diversity are part of daily life.



WELCOME TO  
**NIGERIA**



# POSITION: ELEMENTARY SCHOOL TEACHER

**Application Deadline: October 31, 2025**



## JOB DESCRIPTION

The classroom teacher position is responsible for the day-to-day interaction with and instruction of AISA students. Through a variety of instructional techniques, teachers impart the agreed-upon school curriculum in the subjects and classes assigned by the school administration within the framework of the school's mission and vision. As positive advocates for students, teachers are expected to individualize learning experiences, support students both inside and outside the classroom, and participate in extracurricular activities. Meaningful integration of technology to enhance instruction is an organizational objective and is expected from all teachers. Organization, flexibility, adaptability, and openness to feedback are key qualities that will make a teacher successful at AISA. As a positive role model in both the school and community, teachers are expected to exhibit professional and ethical behavior at all times.

## PROFESSIONAL QUALITIES

### Position Requirement

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

### Description of Duties

#### • Teaching and Learning

- Teaches the classes, subjects, and curriculum as assigned by the school administration according to the master schedule and curricular maps.
- Develops lesson plans and instructional materials and provides individualized and small group instruction to adapt the curriculum to the needs of each student.
- Uses a variety of instructional strategies, such as group discussion, lecture, inquiry, etc.
- Assists students outside of classroom hours for remedial and extension learning opportunities.
- Administers and evaluates students' academic and social growth using multiple measures of data, including school-mandated assessments, commonly developed assessments, and other assessments at the teacher's discretion.
- Gathers and utilizes data from multiple sources to inform instructional decisions.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning challenges.
- Remains current on the latest educational practices by reading/reviewing all professional development materials communicated by the administration, attending all in-service opportunities, and actively looking for opportunities for professional growth independently.
- Regularly and meaningfully integrates technology into lessons within the framework of the school's technology policies and philosophy.

#### • Learning Environment

- 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 achieve a functional, positive, and equitable learning atmosphere in the classroom.
- Creates an effective environment for learning through functional, attractive, and relevant displays, bulletin boards, and interest centers.
- Maintains the physical organization, layout, and neatness of the classroom in a manner that encourages student learning.

#### • Administrative Responsibilities

- 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.
- Communicates regularly and proactively with parents through conferences, email, telephone, and other means to discuss students' progress and interpret the school program.
- Responds to all communication from colleagues, parents, and administrators in a timely and professional manner.

- Assists the school administration in the development and accuracy of the classroom inventory list (textbooks, manipulatives, furniture, electronics, etc.).
  - Prepares and generates reports/documentation in a timely fashion as requested by the school administration.
  - Assists the school administration in recommending instructional materials and supplies that will enhance and support the school's curriculum and educational mission and vision.
  - Supervises students before school, during recess, and/or after school hours as required by the school administration, and provides adult presence at all other times on campus.
  - Ensures that school resources are used meaningfully and responsibly under his/her direction, and is prudent when requesting additional resources.
  - Organizes clubs or after-school activities proactively or at the behest of the school administration.
  - Is a responsible user of the school's technological and electronic resources; uses the school's Internet for school-related communication only.
- **Professionalism**
    - Maintains positive working relationships with students, colleagues, parents, and administrators.
    - Exhibits professional and ethical behaviour at all times in school and in the community.
    - Dresses professionally in line with the dress code indicated in the faculty handbook.
    - Arrives at work and meetings punctually and prepared.
    - Receptive and open to feedback from colleagues, administrators, students, and parents.
- **Other**
    - Complies with all school policies and regulations
    - 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 is preferred.
5. Experience with American standards (e.g., Common Core, NGSS, AERO) and programs, as described above.
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 the ES teacher 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.

