

CLASS TEACHER

Job ID: VJ00WP0109

Employer: Montessori School

Job Category: Teaching

Type: Full-time

Location: Tema, Greater Accra

Application Deadline: 31-Sept-2019

Job Purpose

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Main Duties

- Establishes clear goals and objectives related to the School Improvement Plan;
- Plans and prepares lessons, assignments, instructional materials;
- Establishes learning objectives consistent with appraisal of student needs, curriculum framework, and knowledge of human growth and development;
- Prepares, administers and corrects evaluations and assessments, and records results;
- Selects and uses appropriate instructional strategies including, but not limited to, lectures, group discussions, demonstrations, modeling and multimedia teaching aids to present subject matter to students;
- Evaluates student progress using appropriate assessment techniques;
- Maintains order and discipline in the classroom conducive to effective learning and takes all necessary safety precautions to protect students, equipment, materials and facilities;
- Creates a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives;
- Counsels pupils when academic and adjustment problems arise;
- Confers with parents and students regarding progress/problems of assigned students; arranges and participates in teacher-parent or teacher-student conferences as necessary;
- Maintains accurate and complete records as required by law, Board Policy and Administrative Regulation;
- Monitors appropriate use and care of equipment, textbooks, materials and facilities;
- Attends and actively participates in staff/faculty meetings and provides input regarding the planning of instruction goals, objectives and methods;
- Improves skill and knowledge base in current trends, research and methodology in instructional techniques, technology, multi-cultural content, problem solving and interdisciplinary connections;
- Plans and supervises purposeful assignments for paraprofessional educators, student teachers, and volunteers; and
- Performs other duties as assigned.

Requirement/Qualification

- Diploma in Basic Education
- A minimum of a year experience in a similar environment
- Knowledge of school organization, goals and objectives, curriculum, teaching techniques, current trends, research, and materials of instruction in field of specialization;
- Excellent knowledge and understanding of the teaching and learning process;
- Ability to provide instruction that reflects multiple perspectives and multicultural education;
- Ability to work effectively with students, parents, administrators, colleagues, community, and other school system staff; and
- Excellent oral and communication skills.

Benefits / Compensation:

- Salary - Negotiable
- Full-time career opportunity
- Paid training with passionate industry experts
- Growth opportunities and skill development

How to apply;

Applicants should send their application to renegade recruiter99@gmail.com and cc: cv.workpoint@gmail.com . Kindly indicate the Job title and your location in subject line (eg. | Project Manager | Spintex)



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