

High School English Teacher

JOB OPENED TO GUINEANS ONLY !

Selection Criteria:

- Fluency in spoken and written English.
- Degree or 12 credits in English preferred.
- U.S. or International Teacher Certification preferred.
- Knowledge of AERO Standards in English Language Arts in Grades K–12 preferred.
- Experience and Certification in teaching Advanced Placement English preferred.
- Familiarity with university placement process.
- Experience living in Sub-Saharan Africa is preferred but not required.
- Knowledge and facility in the French language preferred but not required.
- Flexibility and sense of humor.

Demonstrated ability to...

- showcase English projects -- oral and written -- throughout the school.
- work cooperatively with staff and develop rapport with students.
- teach English to grades 6-12.
- communicate effectively orally and in writing.
- align English units of study.
- plan special school-wide projects and events.
- seek and develop partnerships with outside agencies/resources to enhance the authenticity of the English curriculum.

Duties and Responsibilities:

- Maintain up-to-date lesson plans throughout the year.
- Teach English to students in grades 6-12.
- Maintain an assessment and grading system in Google Classrooms.
- Complete and submit grades and comments on Progress Reports quarterly and Report Cards at the end of each semester.
- Assess and evaluate student progress in English and provide scores for report cards each quarter.
- Take an active leadership role in school-wide Curriculum Mapping in English.
- Coordinate annual school Literacy Fair and AISC's participation in external Literacy Fairs.
- Order and maintain inventory of English books and novels.
- Maintain class discipline, follow-up, feedback and documentation.
- Make parental contacts.
- Monitor and annotate student English notebooks, folders, and portfolios.
- Develop and utilize English rubrics in grades 6-12.
- Advise PK-5th Grade classroom teachers in English.
- Attend training on AERO and/or Advanced Placement English.
- Contribute to school's *Weekly Updates* in Instruction.
- Contribute to the school's Monthly Unit Plans.
- Propose and deliver Elective Courses for high schoolers.
- Lead a club of your own interest for students.
- Take part in planning, leading, and participating in overnight high school field trips.
- Take part in planning, leading, and participating in day field trips with the middle school.
- Contributed accordingly to end-of-year Graduation activities for 12th graders.
- Perform other duties as requested by the Director.

Application: *Submit letter of application and CV to Human Resources Officer Mr. Michel Kamano at exec@aisconakry.org by **Friday, January 13, 2023** COB. Include any relevant past experience as well as any relevant coursework.*