Position Title: Elementary School Greek Teacher

Supervisor: Head of Language Department and Elementary Vice Principal

School Overview:

American International School in Cyprus (AISC) is a K – 12 college preparatory school offering a holistic American education taught by qualified North American, other international, and host-country Cypriot teachers who inspire, motivate and challenge students to achieve excellence.

AISC is operated by Esol Education, a premium international education organization, with 45 years of expertise in establishing and operating international American and British schools worldwide. Currently, 11,000 students attend Esol's ten schools across three continents.

Similar to all other Esol schools, AISC has gained accreditation from The Middle States Association (MSA), Council of International Schools, and with the International Baccalaureate (IB). In Cyprus, AISC is regarded as a private school approved and licensed by the Ministry of Education, Culture, Sport, and Youth (MOECSY) in Cyprus under the Private Schools Law of 2019.

AISC has been educating students since 1987. The school enrollment is approximately 400 students. AISC has a vast international community serving Embassies and Consulates, as well as multinational companies and private, international, and local host country citizens. Over 40 nationalities are represented, with the top five being Israel, Cyprus, USA, Russia, and Lebanon.

At AISC, our mantra is focused on high expectations of ourselves and high expectations for the students who enter our school community. The combination of a welcoming and safe environment, skilled and inspirational teachers, and supportive parents, makes for great learning and a rich, rewarding atmosphere. We are committed to building a learning community where care and respect for one another is of paramount importance. We are committed to providing a balanced and holistic program with equal emphasis on the intellectual, social, creative, and physical domains.

Curriculum:

English is the language of instruction and communication at the school. The US Common Core, Next Generation Science Standards, and other aAmerican and best practice international standards provide the framework for learning. The International Baccalaureate Diploma Program (IB DP) is available as an option for students in Grades 11 and 12

Our Mission:

The mission of the American International School in Cyprus is to develop lifelong learners empowered to achieve **educational excellence**, nurture **personal well-being**, and become **responsible global citizens** who positively impact the world.

Our Vision:

Our vision is to be a global community that **accepts and respects** everyone and provides an **outstanding, progressive KG-12 education** through **high-quality teaching and learning**.

Teacher Job Description/Duties:

The Teacher will perform all duties associated with his/her position at such times and places as the School Director and Principal may direct. The School Director and Principal will determine the Teacher's specific duties through reasonable reference to the school's needs and the Teacher's qualifications and experience.

- Support the philosophy and pedagogical approach used by the school and become thoroughly familiar with the curriculum associated with each teaching assignment.
- Work and plan collaboratively with colleagues in the development of course outlines and curriculum units with the **Profile of our Graduate** in mind.

- Develop and maintain daily lesson plans.
- Accommodate and differentiate for students as needed.
- Shape instruction appropriately and demonstrate variety and flexibility with teaching strategies so that it effectively motivates, inspires and challenges students.
- Use a rich array of assessment tools and strategies that are aligned with the curriculum plan and pedagogical approach.
- Evaluate all assessments in a timely manner and provide constructive oral and/or written feedback to students.
- Maintain detailed and accurate assessment records and prepare progress reports on each student at regular intervals as specified by the principal.
- Assume a shared responsibility for pastoral care and the social and emotional welfare of students in the school.
- Ensure calm and sensible behavior through the application of fair and consistent discipline.
- Demonstrate positive attitudes of tolerance, respect, and integrity by example.
- Celebrate multicultural origins and national identities in our community.
- Maintain and develop computer and technology skills for administrative and educational purposes appropriate to the curriculum needs of the students for whom the teacher is accountable.
- Attend and contribute to all scheduled staff meetings and professional development activities.
- Participate in the Orientation Program that precedes the start of the school year.
- Communicate regularly with parents and prepare for and attend all scheduled parent-teacher conferences.
- Perform supervision duties as assigned by the principal at places such as the school's playgrounds, hallways, cafeteria.
- Develop, organize and lead extra-curricular activities including those found in athletics, arts, leadership, service, cultural and clubs, and to provide academic help to his/her students after school as needed.
- Accompany and supervise students on planned overnight educational visits and excursions.
- Create an annual growth plan and demonstrate commitment to professional development both within and outside the school.

Child Protection:

The American International School in Cyprus (AISC) is strongly committed to all aspects of child protection and safeguarding. Therefore, our hiring process will include the following considerations:

- AISC will thoroughly and rigorously screen all applications.
- AISC reserves the right to withdraw an applicant's candidacy if supervisory referees are not provided.
- AISC reserves the right to withdraw an applicant's candidacy at any time should the information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Hiring is contingent upon a successful background check.

Safeguarding:

Safeguarding children from harm is a key responsibility for this role.

- It is your responsibility to provide children with an environment safe from physical harm, sexual abuse, emotional abuse, and neglect.
- You are responsible for reporting any abuse or neglect incidents to the counselor or direct supervisor within 24 hours. If the counselor and direct supervisor are unavailable, you must report incidents to the principal. It is your responsibility to ensure that the information arrives to the counselor. If the child is in immediate danger, keep the child safe until you reach the counselor, principal, or director.
- It is a condition of your employment at the school that if any criminal charges or convictions arise against your name related to children that you report this to the director.

Community Expectations:

At AISC each member of staff is accountable for implementing the AISC Guiding Statements every day, including our Mission Statement, Code of Conduct, Human Rights Policy, and Constructive Communication Policy.

Required and Preferred Qualifications and Experiences:

- Bachelor's degree at minimum and teaching qualification/appropriate certification.
- Previous teaching experience (preferably at an international school) with demonstrated strong organizational, administrative and interpersonal skills.
- Fluency in English and Greek, and excellent communication and presentation skills.
- A positive, caring, community-minded team player with a passion for teaching.

Application Procedure:

The following application materials are required:

- Expression of interest.
- A current CV with photograph and the contact details of 3 professional referees (at least one from a supervisor at your current school).
- One-page statement of educational philosophy and/or approach to teaching and learning.

Include all documents in a single PDF file and forward by email to: employment@aisc.ac.cy