

**AMERICAN SCHOOL OF DOHA
JOB DESCRIPTION**

<u>Position:</u>	Teacher
<u>Department:</u>	Assigned Division (LE, UE, MS or HS)
<u>Reports:</u>	Divisional Principal
<u>Interfaces With:</u>	Students, Faculty, Staff, and Parents
<u>Job Classification:</u>	Overseas or Local Hire
<u>Status:</u>	Non-Exempt

Position Summary:

The role of the teacher is to support the mission of the American School of Doha. In order to achieve our mission and vision, teachers demonstrate commitment to empowering Learners to discover their passions, develop their talents, and positively impact our world. The teacher will prioritize, promote and safeguard the welfare of all ASD students and show commitment to the principles of diversity, equity, inclusion, and social justice.

An ASD teacher shall render services as a teacher at ASD, under the supervision of the Divisional Principal and/or the Department Head. The teacher shall accept all responsibilities for curricular and extra-curricular activities, attend faculty meetings, and conduct himself/herself in a manner that will reflect favorably on ASD.

Duties and Responsibilities:

1. Demonstrate a commitment to safeguarding children as a priority and be aware of and comply with relevant policies and procedures comprising but not limited to:
 - Child protection
 - Code of conduct
2. Accept all responsibilities for curricular and extra-curricular activities
3. Model and participate in teaching and learning that is aligned with the school's strategic plan and yearly goals
4. Be available for all scheduled assignments during the regular teaching day and at such other times as designated by the Divisional Principal or his/her designee
5. Organize and carry out teaching assignments in a professional and effective manner
6. Sponsor a minimum of twenty (20) sessions of curricular and extra-curricular-after-school activities
7. Attend all scheduled faculty and departmental meetings and meetings of parent groups during and after the regular teaching day
8. Seek opportunities for professional development to enhance content knowledge and teaching practices
9. Engage students in a variety of learning tasks
10. Take assigned turns serving as sponsor, chaperone or both for any school-sponsored activities requiring supervision during or after the regular teaching day

11. Accept responsibility for other reasonable duties as may be assigned by the Divisional Principal or his/her designee
12. Participate in the use of student feedback as part of the ASD evaluation and professional growth process
13. Maintain accurate records of student performance to report grades at the end of the reporting period
14. Create a safe and productive learning environment that is engaging and fulfilling for all
15. Participate in and support school program matters relating to diversity, equity, inclusion and social justice

Knowledge & Skills:

1. Demonstrated excellent level of planning, organizational, administrative and interpersonal skills
2. Ability to work collaboratively as part of a team
3. Proficient in the use of technology in teaching for the classroom and distance learning
4. Experienced in communicating with a diverse student population both inside and outside the classroom
5. Committed to continuous professional learning and growth
6. Computer literate for both Mac and/or PC
7. Ability to work independently and safeguard confidential information
8. Fluency in all aspects of the English language

Qualifications

Basic Requirements:

1. Bachelor's degree with major or minor in subject assigned
2. Previous successful teaching experience (national and/or international)
3. Teaching certificate, license (or its national equivalency) from government organization in assigned teaching field

Preferred Qualifications:

The following academic credential is preferred:

1. Elementary School: a teaching degree with a breadth of knowledge across all subject areas and either early childhood or elementary education certification and/or appropriate levels of experience
2. Middle School: secondary or middle level certification and appropriate levels of experience
3. High School: a major with breadth and depth in subject to be taught, and secondary certification or appropriate levels of experience
4. Master's degree in education or subject assigned