



Classroom Instructor Job Specifications

ISM, a K-8 charter school accredited by the Council of International Schools and the Western Association of Schools and Colleges, seeks dynamic teachers committed to inquiry-based, student-centered instruction.

Classroom Instructors report to the Principal. Each Classroom Instructor independently delivers an educational program for each course taught, including daily classroom instruction, within the framework of the adopted curriculum and pedagogy and in accordance with school policies and legal statutes.

ISM began its candidacy for both the Primary Years Programme (PYP) and Middle Years Programme (MYP) of the International Baccalaureate (IB) in September 2011, and is pursuing authorization as an IB World School by 2014. IB schools share a common philosophy—a commitment to high quality, challenging, international education that ISM believes is important for our students. Only schools authorized by the IB Organization can offer any of its three academic programmes: the PYP, the MYP, or the Diploma Programme (and IB Career-related Certificate). Candidate status gives no guarantee that authorization will be granted. The IBO.org website provides further information about the IB and its programmes.

Start Date

- August 1, 2012

Minimum Qualifications

- Bachelor's degree
- Qualification for certification as required by the California Education Code for the specific teaching position(s). ISM encourages candidates with credentials from other countries and states to apply, and will guide successful applicants in the process of obtaining required California certifications.
- *Highly qualified* under federal No Child Left Behind requirements either by HOUSSE I or II, or passage of the CSET

Required Skills

- Enthusiastic and effective teaching style
- Effective listening ability, and oral and written communication skills
- Proficiency in the use of personal computers, including word processing and grade management software
- Demonstrated ability to address the essential functions identified below

Desirable Qualifications

- Master's degree in an education field or the specific subject matter being taught
- Experience teaching in International Schools (particularly International Baccalaureate schools offering the Primary Years Programme or Middle Years Programme), charter schools, and California public schools
- Demonstrated commitment to the tenets of the ISM Mission *to educate all children toward becoming conscientious, compassionate, and responsible citizens of the world*, and the school's vision of *a world of understanding*
- Experience living or working internationally
- Ability to speak, read, and write in languages other than English
- Experience working within a diverse, multicultural community

Essential Job Functions

Duties Related to Student Learning Needs

- On a continuous basis, identify each student's learning style and abilities, and knowledge and skills in relation to the curriculum and learning outcomes, by consulting prior grade teachers, analyzing prior assessments, and conducting formal and informal assessment (i.e. pre-, formative, and summative).
- Refer students with special needs to the school counselor and special education providers; participate as requested in all followup processes (e.g. meetings, paperwork); and implement modifications and accommodations as required, recommended, or determined to be appropriate.

Duties Related to Course Content and Instructional Materials

- Apply a program of instruction that targets specific learning outcomes tied to student learning needs and the school curriculum.
- Determine and follow a sequence of learning experiences for each course taught, developing and following written plans (i.e. unit plans and lesson plans) as the basis for instruction.
- Use all instructional materials adopted by ISM, and develop/select and utilize supplementary materials as appropriate.
- Develop and teach short courses on subjects where personally passionate through the Schoolwide Enrichment Model (SEM) program.

Duties Related to Teaching

- Apply teaching strategies consistent with student learning needs, the curriculum, and time allocations, appropriately challenging all students to maximize their individual learning progress.
- Make full and appropriate use of instructional time.

Duties Related to the Classroom Environment

- Create and manage a classroom environment conducive to student learning.
- Develop and communicate expectations regarding behavior and consequences to students.
- Demonstrate concern and regard for all students.
- Seek to develop relationships between self and students, and among students, based on listening, mutual respect, concern for others, and positive reinforcement of desired behaviors and attitudes.
- Maintain an appropriate physical environment, minimizing risk and maximizing safety and security.

Duties Related to Parent/Guardian Relations

- Ensure that parents/guardians are appropriately informed about the instructional program and classroom expectations and procedures through informational materials and communication structures, including effective use of school-provided online systems (i.e. PowerSchool, Google apps).
- Communicate regularly via email, phone, written documents, and parent-teacher conferences regarding student academic and social progress and needs.
- Listen and appropriately respond to requests for information and assistance, as well as parental concerns and opinions, within the expected timeframes set by the school administration.
- Encourage parents/guardians to provide at-home educational support, including homework monitoring, on a regular basis.

Duties Related to Professional Development

- Continuously improve teaching effectiveness.
- Conduct an annual self-evaluation of teaching competencies.
- Respond to performance review recommendations by setting specific goals for improvement and mapping appropriate professional development activities.

- Participate in all required in-service trainings, and take advantage of optional trainings.
- Identify and pursue other professional development programs and activities as need arises and opportunities present themselves.
- Participate in department, grade-level, and schoolwide curriculum planning and coordination, as well as various school committees.

Duties Related to Professionalism

- Develop and maintain standards of professionalism, including professional behavior and appearance.
- Abide by the tenets of the State of California *Code of Ethics of the Teaching Profession*.

Duties Related to Management of Others

- Indirectly manage teaching aides, ensuring efficient and effective use of their time to directly deliver instruction and support student learning rather than to perform administrative duties better assigned to volunteers.
- Directly or indirectly manage classroom volunteers, identifying needs and working with the volunteer oversight team (currently the Family Association) to ensure appropriate and timely assignments, establishing regular administrative procedures and ongoing processes to effectively guide assigned volunteers, and maintaining a positive and productive working environment where volunteers thrive.

Additional Duties

- Maintain appropriate individual, class, and program records.
- Attend meetings of the ISM Board of Trustees and various school, district, and county workgroups as directed by the Principal.
- Perform additional duties as assigned by the Principal and the Director.

Compensation

Placement on the ISM salary schedule commensurate with qualifications and experience as teacher of record in a K-12 classroom.

An attractive benefits package includes medical, dental, and vision insurance as well as retirement benefits through the California State Teachers Retirement System (CalSTRS).

Application Deadline & Process

Positions remain open until filled.

To guarantee consideration, apply by the posted Initial Review Date. The search committee may review applications received after this date at its sole discretion.

To apply, submit a one-page letter of interest, curriculum vitae or resume, and a list of at least three current references to:

Preferred: search@ismonterey.org (PDF files preferred)

Acceptable: Principal, International School of Monterey, 1720 Yosemite Street, Seaside, CA 93955

Equal Opportunity & Accessibility

Selection will be based solely on merit and will be without discrimination because of age, sex, sexual orientation, race, color, religion, national origin, marital status, physical or mental disability, veteran status, or genetic information. The International School of Monterey is an Equal Opportunity Employer (EOE).

ISM works to make information and events accessible to all. If you need disability-related assistance or accommodation during the application process, including auxiliary aids or services, please direct requests to search@ismonterey.org, 831-583-2165, or the school office at 1720 Yosemite Street, Seaside, CA 93955. ISM is pleased to provide such assistance, and will not discriminate against any applicant as a result of such a request.