



Teacher (Day School)

Job Description *(revised October 2008)*

1. OVERVIEW

- 1.1** Teachers for the Day School are appointed by the Principal.
- 1.2** 'Teacher' here includes full- and part-time teachers, local and overseas hired teachers, class teachers, and subject specialists; in short, all those charged with delivering the school's formal curriculum.
- 1.3** All teachers employed by the school have professional responsibilities to their students, to themselves, to the institution, to their colleagues and to the wider school community.

2. EXPECTATIONS

As an educational professional working in a K-12 international school, it is expected that a teacher will:

- 2.1** demonstrate an explicit commitment to the philosophy and vision of the school as determined by the Board of Directors;
- 2.2** be familiar with the operational practices and expectations of the school;
- 2.3** adhere to the school policies and guidelines published in the Staff Handbook and elsewhere;
- 2.4** respect and treat all students equally;
- 2.5** work collaboratively and constructively with colleagues;
- 2.6** conduct themselves with decorum;
- 2.7** respect confidentiality;
- 2.8** have a thorough and age-appropriate knowledge and understanding of skills and subjects taught;
- 2.9** keep abreast of relevant educational developments and research;
- 2.10** take full advantage of professional development opportunities;
- 2.11** use an appropriate variety of instructional and assessment practices and techniques;
- 2.12** establish and maintain an appropriate social, emotional, physical, and intellectual learning environment in which all students may succeed;
- 2.13** communicate effectively;

- 2.14 contribute to school life beyond classroom teaching;
- 2.15 exhibit and model a respect for the culture, language and beliefs of the school's host country, Japan.

3. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a teacher include:

- 3.1 ensuring the safety and wellbeing of students;
 - 3.2 attending school as required by contract and being punctual to classes;
 - 3.3 meeting internal and external deadlines;
 - 3.4 writing, compiling and producing both routine and extraordinary reports on students as required;
 - 3.5 meeting students' parents and guardians in person as required;
 - 3.6 bringing to the attention of the administration students with specific educational, behavioural or emotional needs;
 - 3.7 maintaining the appropriate appearance of teaching rooms for which they are responsible;
 - 3.8 accepting the collective responsibility of all school staff to maintain order and enforce school expectations regarding student behaviour;
 - 3.9 participating in the annual professional appraisal process;
 - 3.10 active participation in the creation, development and revision of the school's written curriculum;
 - 3.11 discharging effectively such supervisory duties as may be assigned by the school administration.
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