



## **CAREER OPPORTUNITIES**

### **PRIVATE INTERNATIONAL SCHOOL**

in

**MONROVIA, LIBERIA**

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Cyber-Ed Christian School of Excellence has openings for several positions in Monrovia, Liberia. See listing of positions, qualifications and educational requirements below:

### **PRINCIPAL**

#### **JOB DESCRIPTION**

The Principal is charged with the comprehensive responsibility for the day-to-day operation of the school and reports to the Manager(s) of the school. As the Principal of a Christian school, you will be expected to:

- (a) be a member in good standing of a local church;
- (b) pursue understanding of and insight into the Bible and its relevance for life;
- (c) pursue a relationship with Jesus Christ characterized by discipleship, accountability and love; and
- (d) live a life that serves as a model for Christian behaviour to the students, faculty, staff and community at large.

Specific responsibilities include the following:

- To direct the activities of the faculty in the performance of their duties, in conjunction with the Manager(s).
- To observe, supervise, and help evaluate the faculty in the implementation of the curriculum; to supervise the teaching process, and to review and evaluate academic programs.
- To provide an orderly, controlled, Christian environment in which learning can take place, a school climate which is supportive, and which reflects high morale.



- To maintain student discipline and follow-through with correspondence record keeping relating to discipline.
- To counsel students when necessary.
- To schedule parent/teacher conferences and to maintain records and correspondence relating to parent conferences.
- To serve as a role model to encourage faculty self-evaluation, professional growth, scholarship, and effective training.
- To supervise and counsel new teachers, conveying information regarding plans, curriculum development and assessment, resources, facilities, and activities which affect them; and, to serve as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures.

### **Required Education and Experience**

Master's degree and a minimum of five years related experience in education, training and development or general management.

### **Certification**

- Certification in curriculum development, education, counseling, mentoring or training

### **General and Special Knowledge**

- Knowledge of administrative management
- Supervisory skills
- Excellent interpersonal and people skills
- Excellent communication skills
- Presentation skills
- Advance knowledge in Excel, Microsoft Word and PowerPoint

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The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be an exhaustive list of all responsibilities and activities required. Shortlisted candidates will be interviewed and provided additional information.

Only candidates possessing the requisite experience are requested to apply, and should submit their cover letters, indicating the position for which they are applying and their unique qualifications for the position, along with academic qualifications (copies of degrees obtained and relevant certificates), 3 references, and resume. Resume/CV *must* contain a cell phone



number as well as an email address. **Only short-listed candidates will be contacted for an interview.**

**A criminal background investigation and educational verification will be conducted on all finalists for each position.**

**To Apply:**

*Send cover letter and CV/resume by email to:*

*[Michellewento@cyber-edchristianschool.com](mailto:Michellewento@cyber-edchristianschool.com) and [soniwilliams@cyber-edchristianschool.com](mailto:soniwilliams@cyber-edchristianschool.com)*

*All files should be in PDF format*

*Subject Line of the email should be as follows: "CCS Jobs- Principle"*

***Application Deadline is July 15, 2018.***



## **TEACHERS**

### **JOB DESCRIPTION:**

Cyber-Ed Christian School of Excellence is seeking elementary and middle school teachers, adept at teaching core subjects – math, English, science and social studies. The teachers will provide students with appropriate learning activities and experiences designed to fulfil their potential for intellectual, emotional, physical and social growth. The school is looking for highly motivated and dedicated teachers who are eager for a new experience. Must be looking for long term employment.

### **DUTIES, RESPONSIBILITIES & EXPECTATIONS OF TEACHERS**

The teacher is charged with the responsibility of managing an organized and professional classroom that is conducive for learning and development and reports to the Principal of the school. As a teacher at a Christian school, the teacher is expected to:

- (a) be a member in good standing of a local church;
- (b) pursue understanding of and insight into the Bible and its relevance for life;
- (c) pursue a relationship with Jesus Christ characterized by discipleship, accountability and love; and
- (d) live a life that serves as a model for Christian behavior to the students, faculty, staff and community at large.

Specific responsibilities include the following:

- Effective management of the classroom
- Fostering a cooperative and respectful partnership with families
- Working as part of a cooperative and diverse team of educators and administrators to carry out the vision and mission of the school
- Continuing intellectual and professional development

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be an exhaustive list of all responsibilities and activities required.



### **Required Education and Experience**

Bachelor's degree and a minimum of two (2) years related experience in education, training & development or educational coaching

### **Preferred Education and Experience**

- Bachelor's degree in Education or related field
- Teachers' Certification

### **General and Special Knowledge**

- Knowledge of the class room
- Presentation and organizational skills
- Excellent interpersonal and people skills
- Knowledge in Excel, Microsoft Word and PowerPoint

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Only candidates possessing the requisite experience are requested to apply, and should submit their cover letters, indicating the position for which they are applying and their unique qualifications for the position, along with academic qualifications (copies of degrees obtained and relevant certificates), 3 references, and resume. Resume/CV *must* contain a cell phone number as well as an email address. **Only short-listed candidates will be contacted for an interview.**

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*All files should be in PDF format*

*Subject Line of the email should be as follows: "CCS Jobs- Teacher"*

***Application Deadline is July 15, 2018.***