A newly established Institution, Vamuco International School is a Center of Excellence (VISCE) which opens its door to the public in September this year for students from Day Care through Grade 11. We are seeking applications from qualified teachers from Pre -Primary through Grade 11.

Address & Email All Applications to:

The Director
Vamuco International School (VISCE)
Vai Town, Bushrod Island
Monrovia, Liberia
Email: visce19@yahoo.com

Application Deadline: August 15, 2019

Job Title: CLASSROOM TEACHER (All Subjects for Primary, Junior & Senior High Divisions)

JOB SUMMARY:
To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the Vice Principal for Instructions.

Essential functions of the job may include but are not limited to the following:

• Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
• Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
• Instruct and monitor students in the use of learning materials and equipment.
• Use relevant technology to support and differentiate instruction.
• Manage student behavior in the classroom by establishing and enforcing rules and procedures. Maintain discipline in accordance with the rules and disciplinary systems of the school.
• Provide appropriate feedback on work.
• Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
• Maintain accurate and complete records of students' progress and development.
• Participate in department, school, district and parent meetings.
• Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
• Establish and communicate clear objectives for all learning activities.
• Prepare classroom for class activities.
• Provide a variety of learning materials and resources for use in educational activities.
• Observe and evaluate student's performance and development.
• Assign and grade class work, homework, tests and assignments.

Other functions of the job include but are not limited to the following
• Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
• Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
• Participate in appropriate professional activities.
• Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
• Other duties as assigned.

Knowledge Skills and Ability Required:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• B.A/B.S degree in Education and/or teaching from an accredited institution or related field teaching
• Must be a Certified Teacher (B & Above)
• Ability to establish and maintain cooperative and effective working relationships with others.
• Ability to communicate effectively orally and in writing.
• Must have the ability and proven ability to report to work on a regular and punctual basis.
• Perform all other related work delegated or required to accomplish the objectives of the total school program.
• Knowledge and implementation of relevant technology.
• Meet professional teacher education requirements of school and the state.

Physical Requirements
Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

All Subjects Including:
1. Mathematics (Algebra, Geometry)
2. Language Arts (English, Literature, Writing)
3. History
4. Science (General Science, Biology, Chemistry & Physics)
5. Social Studies
6. Geography
7. Spelling & Phonics
8. Arts & Craft
9. Physical Education
10. Music
11. Computer (ICT)

Foreign Language & Culture (Must be certified in the Language)
1. Arabic
2. Chinese (Mandarin)
3. French

Job Title: Teacher (for Pre-primary Divisions)

Job Summary: Teachers selected for this position will be responsible for the general supervision and management of a class of preschool children.

Qualifications: The person selected for this position must be professionally prepared as a teacher of young children, especially in the field of early childhood education or development. While a Bachelor’s degree with certification in the field of Early Childhood Education is preferred, a Bachelor’s degree in a related field, an Associate’s degree in Early Childhood Education or strong experience in this field will also be considered. This person must be a sensitive and mature individual who is able to relate well to both children and adults.

Responsibilities: Responsibilities will include, but will not be limited to, the following:

1. Planning and implementing a program that encourages the physical, social, and cognitive development of each child and that follows the policies and philosophy of the school.
2. Utilizing all available resources to provide an educationally sound program, including field trips, resource people, creative themes, etc.
3. Arranging a sound nutritional program.
4. Adapting the program to the needs of the individual child with concern for his/her interests, special need, talents, and individual style and pace of learning.
5. Arranging for an appropriate balance of quiet and active activities.
**Relationships:**
1. Treating each child with dignity and respect.
2. Working with other professional staff members to plan and implement activities that carry out the philosophy of the school and accepted early childhood education practices.
3. Respectful and cooperative as a member of a team of professionals.
4. Helping each child to become aware of his/her role as an integral member of a group.
5. Considering the individual child in relationship to his/her cultural and socio-economic background.
6. Establishing a positive relationship with parents of the students.

**Physical Environment:**
1. Maintain a physical environment in the classroom that is inviting and conducive to learning and which lends itself to the teaching of developmentally appropriate activities.
2. Responsible for ensuring a classroom atmosphere that is conducive to learning, fun, and positive interaction between children.
3. Assuming an equal share of the joint housekeeping responsibilities of the nursery school staff.
4. Providing a safe and healthy environment for each child.

**Continuing Education:**
1. Attending all staff meetings, parent programs and orientations.
2. Participating in recommended training programs, and other activities that ensure professional growth.

**Record-keeping:**
1. Keeping records of evaluation for use in planning for individual needs of each child.
2. Keeping accurate attendance records.

**Job Title: Teacher's Assistant (Classroom Aide)**

**Job Description:**
The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of a class of preschool children.

**Qualifications:**
The person selected for this position must have a high school diploma, and meet the requirements of the licensing agency. This person must have a warm and friendly personality, be sensitive to the feelings and needs
of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the school’s educational philosophy.

**Responsibilities:**

1. Assisting in planning and implementing the daily program under the direction of the teacher.
2. Assisting in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
3. Supervising the classroom when the teacher is out of the room.
4. Helping with the general housekeeping tasks.
5. Assisting the teacher in any other appropriate ways.
6. Maintaining professional attitudes and loyalty to the school at all times.
7. Treating all children with dignity and respect.
8. Attending all staff meetings and recommended training programs.
9. Participating in professional organizations that work for the improvement of early childhood