

## Job Description

Job title/Position: MYP/DP Spanish Teacher

School: Secondary School

Direct Supervisor: Secondary School Principal

---

### Qualifications and Experience

The MYP/DP Spanish Teacher should have:

- Current teaching certification appropriate to age level and subject specializations
- A minimum of an undergraduate degree in the area of expertise required, and preferably a Masters Degree
- Previous IB teaching experience, and strong knowledge in the area of specializations at the required levels of study
- A strong belief in the IB philosophy and an ability to communicate well with students
- Willingness to supervise co-curricular roles
- A positive attitude
- Expertise in building active, collaborative classroom programs which encourage problem solving, critical thinking skills, and which develop a sense of classroom community and trust
- A solid understanding of a middle and high school organization, programs and students
- The ability to communicate effectively with others
- A willingness to work beyond the school day

### Preferred Skills and Experience

- An ability to multi-task
- Experience in curriculum and assessment development
- Recent and relevant professional development, including recent IB training
- Experience and or understanding of the IB MYP/DP programmes
- Ability to design learning experiences that incorporate digital tools and resources to promote student learning
- Ability to communicate information and ideas effectively to students, parents, and colleagues using a variety of digital-age media
- Ability to differentiate instruction so as to customize and personalize learning activities to address students' diverse learning styles

\* Please note that the Secondary School runs a 1-1 laptop program for all students. MacBook laptops are used throughout.

### **General Subject Responsibilities**

The MYP/DP Spanish Teacher will teach five periods of an eight period-modified block schedule, as well as hkaFLOW responsibilities (project-based learning). An advisory period is also included in the teacher's responsibilities.

### **General Teaching Responsibilities**

In addition to the subject responsibilities, teachers at HKA are welcomed into a collegial and collaborative working environment.

In support of this teachers are expected to:

- Communicate and liaise on a regular basis with fellow department/grade members with regard to planning, assessment, parent and community contact, subject organization and classroom issues including discipline, expectations and routines
- Communicate and liaise with other school colleagues in an effort to promote and establish integrative links and/or awareness
- Take an active role in behavioural management and pastoral care of class and home room groups
- Attend and constructively contribute in staff and department/grade meetings
- Assist in supervision of student breaks
- Coordinate class activities as deemed necessary
- Maintain up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents
- Assist, as required, in the development of curricular materials
- Act as a resource/contact/support for new staff members (i.e. curriculum, schedules, procedures)
- Participate as a chaperone for Learning Outside the Classroom week
- Participate in and assist with school events as required
- Maintain a high degree of professionalism and confidentiality at all times
- Other duties as assigned by Supervisor

### **School Hours**

7:45 a.m. to 3:45 p.m. Monday to Friday. Classes meet 7:50 a.m. to 3:10 p.m. Wednesday is a half day for students with early dismissal enabling teachers to engage in professional and curriculum development from 1:15 p.m. to 4:45 p.m.

Contact: [recruitment@hkacademy.edu.hk](mailto:recruitment@hkacademy.edu.hk)

October 2018