

Literacy Support Teacher with Admin Responsibilities Job Description

Purpose

This position has general responsibilities that include teaching, library assistance, admissions support work, and provides an opportunity to work with multiple subjects and grade levels to gain further experience, understanding, and skills.

Responsibilities

This position is a flexible one, providing support in various areas of academic operations, including:

- Covering other teachers who are absent or unavailable
- Being available to cover for maternity or other extended leave including the creation and teaching of lesson and unit plans as needed
- Providing classroom support for teachers to facilitate smaller groups and differentiation of instruction
- Participating in collaboration meetings at various grade levels to assist in the development of unit plans as requested by the PYP Coordinator or Head of Primary, especially in order to support units through library services and resources
- Being flexible and taking on additional responsibilities as required by the Head of Primary
- Performing duty and other supervision as required

Library Responsibilities

- Assisting homeroom teachers in preparing library materials for classroom libraries to support units
- Working with homeroom teachers to arrange regular visits for students to the library
- Reading stories to Early Years students in the library and in classrooms
- Promoting literacy through student, parent, and staff check-outs of materials
- Promoting the professional development section of the library with staff, making presentations and recommendations
- Organizing and developing puppet shows by students and staff, to promote literacy, social-emotional development and understanding, and for pure enjoyment
- Working with the Interim Librarian to further develop the collection and library resources
- Promoting any online research or reading websites or subscriptions through presentations, unit of inquiry development, and individual staff and student conversations
- Working with the Interim Primary Librarian to develop and promote Book Week
- Teaching classes on academic honesty, in line with the Academic Integrity Policy, as appropriate

- Promoting literacy and the collection to parents through regular newsletter contributions and Parent presentation

Other Responsibilities

- Meeting prospective staff and parents to discuss the school, IB, teaching and learning
- Conducting tours to support Admissions and Marketing
- Providing workshops for enrolled families and prospective parents as needed
- Conducting Admissions assessments as requested

Reporting Line

The Teacher with Library Responsibilities reports to the Head of Primary.

Qualifications

The Teacher with Library Responsibilities must be a qualified teacher as recognized by the Egyptian Ministry of Education and be fluent in English and Arabic.