

**The European School is excited to announce the opening in International Baccalaureate Diploma Programme (IB DP):**

- 1. A Teacher of Persian Literature;**
- 2. A Teacher of Arabic Literature;**
- 3. A Teacher of Psychology.**

**Requirements :**

### **Duties and Responsibilities**

- Planning and directing educational process in accordance with the objectives and goals set forth in the curriculum; within the competence, creating a safe and student-oriented learning environment;
- Applying relevant educational program methods; selecting educational program methods based on students' age and individual characteristics, and providing them with necessary resources;
- Monitoring the fulfillment of goals set forth in the educational program/syllabus and providing a timely response in case of a setback;
- Planning and conducting classes; classroom management (differentiated instructions included);
- Ensuring students' motivation and involvement;
- Creating final, diagnostic and other types of tests to assess students' knowledge; analyzing and reflecting on the results of the test, providing students with timely and constructive feedback;
- Providing students with additional classes, when necessary;
- Planning and carrying out extracurricular activities to support the course set forth in the syllabus;
- Preparing relevant reports for parent-teacher conferences; attending parent-teacher conferences; if necessary, discussing each student's academic progress with parents;
- Updating electronic journal;
- Informing the immediate supervisor about the direction and fulfillment of the curriculum;
- Active engagement in the activities of the school; constantly developing professionally;
- Putting together a comprehensive subject portfolio;
- Within the competence, ensuring students' safety;

### **Qualifications**

#### *Education*

- Bachelor's degree in a relevant field
- Master's degree in a relevant field is preferable
- Excellent command of English language

#### *Experience*

- At least 3 years of work experience in a relevant field

*Knowledge, skills, and abilities*

- Law of Georgia on General Education
- Professional Standards for Teachers
- Convention on the Rights of the Child
- The National Curriculum and subject standards

*Computer Skills*

- MS Office

**Personal Skills**

- Communicative
- Organized
- Punctual
- Creative
- Readiness for professional development
- Stress management
- Time management
- Team skills
- Multi-tasking skills

The recruitment process is composed of two stages:

First stage - Reviewing resumes (from May 20 till May 25);

Second stage - Conducting interviews (May 28-29).

Candidates who move to the second stage, should submit the following documents:

1. Identification Card;
2. Degree certificates;
3. Certificates.

*If you are interested in this position, please send your resume (CV) at: [vacancy@europeanschool.ge](mailto:vacancy@europeanschool.ge) including May 25, 2018. Please, indicate the position you are applying for in the subject line, otherwise your resume will not be considered.*

*By sending your data, you understand and accept that the organization might collect, process and store submitted information (your CV) for the purpose of your employment within the scope of Law of Georgia on Personal Data Protection. Personal data will be solely used for the purpose stated above and it will not be transferred to the third party without your consent.*