

**Job Title:** Preschool Teacher  
**Employer's Name:** International Community School  
**Employment Start Date:** November, 2020  
**School/Campus:** Accra Campus

### **ABOUT THE SCHOOL:**

International Community School Ghana is a world-class institution providing students with an inclusive, holistic and international education needed to succeed in college/university and become a public leader.

We educate confident, responsible and engaged learners from pre-school through to high school. Our students take the Cambridge International Exams, IGCSE and the AS/A Level Exams.

### **THE POSITION:**

The school seeks to recruit conscientious and self-motivated professionals with demonstrated commitment to excellence and child-centered practices to instruct children (normally up to 5 years of age) in activities designed to promote their intellectual, social, and physical wellbeing.

### **PRIMARY ROLE:**

- 1) Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- 2) Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
- 3) Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- 4) Establish and enforce rules for behavior, and procedures for maintaining order.
- 5) Read books to entire classes or to small groups.
- 6) Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- 7) Observe and evaluate children's performance, behavior, social development, and physical health.

- 8) Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- 9) Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
- 10) Enforce all administration policies and rules governing students.
- 11) Prepare materials and classrooms for class activities.
- 12) Teach proper eating habits and personal hygiene.
- 13) Serve meals and snacks in accordance with nutritional guidelines.
- 14) Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- 15) Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- 16) Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
- 17) Demonstrate activities to children.
- 18) Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- 19) Prepare reports on students and activities as required by administration.
- 20) Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- 21) Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
- 22) Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
- 23) Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.

- 24) Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
- 25) Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
- 26) Attend staff meetings, and serve on committees as required.
- 27) Meet with other professionals to discuss individual students' needs and progress.
- 28) Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
- 29) Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- 30) Perform administrative duties such as hall and cafeteria monitoring, and bus loading and unloading.
- 31) Administer tests to help determine children's developmental levels, needs, and potential.
- 32) Prepare and implement remedial programs for students requiring extra help.

### **QUALIFICATION REQUIRED**

Proven experience as a **Preschool Teacher**

Excellent understanding of the principles of child development and preschool educational methods

Familiarity with safety and sanitation guidelines for classrooms

Excellent communication and instructional skills

Ability to act as mediator between children

Cool-tempered, friendly and reliable

Balance between a creative mind and a practical acumen

BSc/BA in education or relevant field

Valid licence to practice profession

### **APPLICATION INSTRUCTIONS:**



Kindly submit your CV and a cover letter, a letter of recommendation from your current Head and contact of two references, who will be contacted if shortlisted. Applications will be acknowledged within three working days of submission. If short-listed, you would be interviewed. All appointments are subject to interview, identity checks, criminal record checks and successful references.

Submit queries, if any and your completed application to [odeiportiaamobe@yahoo.com](mailto:odeiportiaamobe@yahoo.com) or [portia.odei@icsghana.info](mailto:portia.odei@icsghana.info)

