



Classroom Instructor Job Specifications

ISM, a K-8 charter school accredited by the Council of International Schools and the Western Association of Schools and Colleges, seeks dynamic teachers committed to inquiry-based, student-centered instruction.

ISM is an *IB World School* authorized by the International Baccalaureate to offer the Primary Years Programme (PYP) in grades K-5 and Middle Years Programme (MYP) in grades 6-8. These IB programmes offer ISM frameworks and guidelines that help structure teaching and learning. Using these frameworks, teachers write units of inquiry that address the key elements and concepts of the IB while incorporating California state standards including Common Core State Standards as adopted by California.

IB schools share a common philosophy—a commitment to high quality, challenging, international education that we believe important for our students. Only schools authorized by the IB can offer any of its academic programs: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme, and the IB Career-related Programme (CP).

Classroom Instructors report to the Principal. Each Classroom Instructor independently delivers an educational program for each course taught, including daily classroom instruction, within the framework of the adopted curriculum and pedagogy and in accordance with school policies and legal statutes.

Minimum Qualifications

- Bachelor's degree
- The Commission on Teacher Credentialing certificate, permit, or other document required for the teacher's certificated assignment
 - ISM may use local assignment options authorized in statute and regulations for the purpose of legally assigning certificated teachers, in the same manner as a governing board of a school district.
 - Teachers employed by ISM during the 2019-20 school year shall have until July 1, 2025, to obtain the certificate required for the teacher's certificated assignment.
 - ISM encourages candidates with credentials from other countries and states to apply, and will guide successful applicants in the process of obtaining the required certificate, permit or other document prior to being assigned to a certificated position.

Required Skills

- Enthusiastic and effective teaching style
- Effective listening ability, and oral and written communication skills
- Proficiency in the use of personal computers, including word processing and grade management software
- Demonstrated ability to address the essential functions identified below

Desirable Qualifications

- Master's degree or equivalent in an education field or the specific subject matter being taught
- Experience teaching in International Schools (particularly schools offering the IB Primary Years Programme or Middle Years Programme), charter schools, and California public schools
- Demonstrated commitment to the tenets of the ISM Mission to "*educate all children toward becoming conscientious, compassionate, and responsible citizens of the world,*" and the school's vision of "*a world of understanding*"
- Experience living or working internationally
- Ability to listen, speak, read, and write in languages other than English, particularly Spanish
- Experience teaching English Learners
- Experience working within a diverse, multicultural community

Essential Job Functions

Duties Related to Student Learning Needs

- On a continuous basis, identify each student's learning style and abilities, and knowledge and skills in relation to the curriculum and learning outcomes, by consulting prior grade teachers, analyzing prior assessments, and conducting formal and informal assessment (i.e. pre-, formative, and summative).
- Refer students with special needs to the school counselor and special education providers; participate as requested in all followup processes (e.g. before-school, after-school, and evening meetings; paperwork); and implement modifications and accommodations as required, recommended, or determined to be appropriate.

Duties Related to Course Content and Instructional Materials

- Apply a program of instruction that targets specific learning outcomes tied to student learning needs and the school curriculum.
- Determine and follow a sequence of learning experiences for each course taught, developing and following written plans (i.e. unit plans and lesson plans) as the basis for instruction.
- Use all instructional materials adopted by ISM, and develop/select and utilize supplementary materials as appropriate.
- Develop and teach short courses on subjects where personally passionate through the Schoolwide Enrichment Model (SEM) program.

Duties Related to Teaching

- Apply teaching strategies consistent with student learning needs, the curriculum, and time allocations, appropriately challenging all students to maximize their individual learning progress.
- Make full and appropriate use of instructional time.

Duties Related to the Classroom Environment

- Create and manage a classroom environment conducive to student learning.
- Develop and communicate expectations regarding behavior and consequences to students.
- Demonstrate concern and regard for all students.
- Seek to develop relationships between self and students, and among students, based on listening, mutual respect, concern for others, and positive reinforcement of desired behaviors and attitudes.
- Maintain an appropriate physical environment, minimizing risk and maximizing safety and security.

Duties Related to Parent/Guardian Relations

- Ensure that parents/guardians are appropriately informed about the instructional program and classroom expectations and procedures through informational materials and communication structures, including effective use of school-provided online systems (i.e. PowerSchool, Google Apps, ManageBac).
- Communicate regularly via email, phone, written documents, and parent-teacher conferences regarding student academic and social progress and needs.
- Listen and appropriately respond to requests for information and assistance, as well as parental concerns and opinions, within the expected timeframes set by the school administration.
- Encourage parents/guardians to provide at-home educational support, including homework monitoring, on a regular basis.

Duties Related to Professionalism

- Develop and maintain standards of professionalism, including professional behavior and appearance.
- Abide by the tenets of the State of California Code of Ethics of the Teaching Profession.
- Arrive on time and stay through completion of all assignments (e.g. class sessions; supervisory duties; staff, committee, parent/guardian, student support, IEP, 504, board, and other meetings; school events, etc.), or, in cases of necessary absence, make timely advance arrangements for others to complete the assigned work (e.g. substitute plans, meeting input notes, etc.).

Duties Related to Professional Development

- Continuously improve teaching effectiveness.
- Conduct an annual self-evaluation of teaching competencies.
- Respond to performance review recommendations by setting specific goals for improvement and mapping appropriate professional development activities.
- Complete all required and assigned in-service trainings and professional certifications, including IB workshops, and take advantage of optional trainings.
- Identify and pursue other professional development programs and activities as need arises and opportunities present themselves.
- Participate in department, grade-level, and schoolwide curriculum planning and coordination, as well as various school committees.

Duties Related to Management of Others

- Indirectly manage instructional aides, ensuring efficient and effective use of their time to directly deliver instruction and support student learning rather than to perform duties better assigned to volunteers.
- Directly or indirectly manage classroom volunteers, identifying needs and working with the volunteer oversight team to ensure appropriate and timely assignments, establishing regular administrative procedures and ongoing processes to effectively guide assigned volunteers, and maintaining a positive and productive working environment where volunteers thrive.

Additional Duties

- Take on mentorship and leadership responsibilities that contribute to the growth of students, staff, and school, while providing valuable personal and professional growth.
- Maintain appropriate individual, class, and program records.
- Attend meetings of the ISM Board of Trustees and various school, district, and county workgroups as directed by the Principal.
- Perform additional duties as assigned by the Principal and the Director.

Compensation

Placement on the ISM salary schedule commensurate with qualifications and experience as teacher of record in a K-12 classroom.

For assignments of .75 FTE and above, an attractive benefits package includes medical, dental, and vision insurance, as well as retirement benefits through the California State Teachers Retirement System (CalSTRS) or participation in a voluntary qualified pre-tax retirement plan for those who do not qualify for CalSTRS.

Application Deadline & Process

Positions remain open until filled. To guarantee consideration, apply by the posted Initial Review Date. The search committee may review applications received after this date at its sole discretion.

To apply, submit a one-page letter of interest, resume, and a list of at least three current references to:

- Preferred: search@ismonterey.org (PDF files preferred)
- Acceptable: Principal, International School of Monterey, 1720 Yosemite Street, Seaside, CA 93955

Equal Opportunity & Accessibility

Selection will be based solely on merit. In accordance with applicable federal, state, and local laws as well as school policy, ISM is committed to ensuring equal, fair, and meaningful access to employment. ISM does not discriminate on the basis of actual or perceived characteristics of age, ancestry, citizenship status, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition (including diagnosis or history of cancer), national origin, political affiliation, pregnancy and breastfeeding or related conditions, race, religion and reasonable accommodation, sex, sexual orientation, uniformed service status (including Vietnam Era Veteran status), or any other classification protected by applicable federal, state, or local nondiscrimination laws.

ISM works to make information and events accessible to all. If you need disability-related assistance or accommodation during the application process, including auxiliary aids or services, please direct requests to search@ismonterey.org, 831-583-2165, or the school office at 1720 Yosemite Street, Seaside, CA 93955. ISM is pleased to provide such assistance, and will not discriminate against any applicant as a result of such a request.