



Policies and Procedures

Section Five – Personnel

550.330 – Job Description Intern Teacher

INTRODUCTION

An intern teacher's main responsibility is to fulfil the role of a substitute teacher. The rationale for this position is that an inexperienced teacher will be able to gain valuable teaching experience by working in a variety of classrooms. The school administration will be arranging cover on a daily basis and the intern teacher will be the first choice for the cover assignments.

QUALIFICATIONS:

- Professional Training and Certification as outlined in the Intern Teacher's Contract. (Teaching Certificate & Bachelor's Degree)
- Demonstrated ability to work well with children.
- Proficiency in the English language.

REPORTS TO:

- Head of School, or designate

TERMS OF EMPLOYMENT

- 1 year contract.
- Renewable, as a Teacher, at the discretion of the Head of School.
- 185-190 working days
- Salary & benefits to be determined by the Salary & Benefit Calculator tool.

JOB GOALS:

- To be responsible for the educational welfare of the students.
- To contribute positively to the educational programs in the school.
- To experience professional growth.

PERFORMANCE RESPONSIBILITIES

1. Demonstrate professional competence and vision:

- a. Show a strong knowledge of learning theory.
- b. Provide teaching-learning experiences that help each student successfully achieve the stated outcomes.
- c. Plan a variety of teaching strategies to match the learning styles of all students.
- d. Clearly define the purpose for all learning activities.
- e. Incorporate the "Expected School-wide Learning Results" (ESLRs) in teaching.
- f. Use media and technology to enhance lesson delivery and student performance.
- g. Pursue further learning of subject area(s) while seeking the best pedagogy for the school's goals.
- h. Provide a classroom environment conducive to learning.
- i. Give one-on-one attention to students needing extra help.
- j. Accompany and assist on field trips.
- k. Perform supervision duties as assigned by Principal, or designate.
- l. Attend department meetings when required.
- m. Be pro-active and provide positive behavior management both in class and around the school premises.
- n. Participate in the After School Activities program by leading one session per term.
- o. Use free time to learn from others.
- p. Attend all school Professional Development sessions.

2. Communicate effectively:

- a. Speak clearly, honestly and respectfully.
- b. Use fresh analogies to connect new concepts to students' experience.
- c. Vary the means (visual, audible, tactile) and language (abstract, concrete, metaphorical, etc.) depending on the subject and the needs of all children.
- d. Hold in professional confidence and information about the school (students, teachers, administrators, parents)

3. Demonstrate care for students:

- a. Treat each child as uniquely gifted.
- b. Discipline all students fairly and firmly.
- c. Clearly define responsible behavior for students, including guidelines and consequences for good and bad student behavior in the classroom.
- d. Encourage all students persistently (catch each of them "doing good").
- e. Help students learn self-discipline through appropriate use of correcting, chastening, and counseling.
- f. Guide all students in helping other students learn.

4. Demonstrate stewardship:

- a. Use all school resources wisely as you are a living example to the students.
- b. Deliberately teach students to use resources wisely and to respect all property.
- c. Make students accountable to keep the whole school clean, neat and tidy. This includes all classrooms, washrooms, hallways, playgrounds, gyms, lockers, etc.

5. Demonstrate organizational skills:
 - a. Attend all meetings (i.e. staff meetings & parent meetings) consistently and punctually.
 - b. Be on time for all supervision responsibilities.

6. Build community within and outside the school:
 - a. Support administrators, support staff and fellow teachers.
 - b. Adhere to school policies and guidelines.
 - c. Assist students beyond the classroom: playground, hallways, extracurricular sponsorship, personal guidance, etc.
 - d. Meet with staff members to listen, learn, and exchange advice for helping students meet the goals of the school.
 - e. Model and encourage cultural awareness and understanding.

EVALUATION OF PERFORMANCE:

Annually, in accordance with the *EMS Evaluation Policy*.

Proposed: December 1, 2015
Approval Date: February 29, 2016