



**American School  
of Bombay**

## **Our Mission**

We inspire all of our students to continuous inquiry, empowering them with the skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of other.

## **Job Description**

**Position:** English as an Additional Language (EAL) Teacher  
**Division:** ES / MS / HS  
**Supervisor:** Divisional Principal

## **Position Summary:**

The primary objective of the English as an Additional Language (EAL) program is to facilitate the successful inclusion of all EAL learners into the mainstream academic and social activities of the school. The EAL teacher provides individualised or group instruction in either a push in or pull out model for EAL students to improve their English Language proficiency. The EAL teacher plans and teaches instructional classes, assesses, facilitates and reports on student progress and works in collaboration with the classroom teacher and grade level team to provide appropriate instruction according to the student's changing needs. They is a key member of the Individualized Learning Support team.

The ideal candidate will bring a wide range of skills in supporting student learning. ASB is a highly collaborative school, one where we view the learning of students as the responsibility of all educators.

The ASB Mission and Core Values guide our work.

## **Capabilities:**

- Support the positive entry of new EAL students to ASB.
- Plan, prepare and deliver lessons to EAL students, for either groups or for individuals, for push in or pull out classes as determined by their needs.
- Utilize digital resources appropriate for English language learning
- Administer and score placement tests at the beginning of the school year or refer to the test scores as assessed by the EAL tester for an understanding of each student's language proficiency and instructional needs
- Provide written reports, letters and emails regarding students' programs, educational functioning, program participation and/or needs or concerns to parents and teachers.
- Meet regularly with classroom teachers and subject-area specialists to collaborate on lessons and ascertain how best to support EAL students in meeting requirements of the class
- Facilitate the successful transition and inclusion of EAL students into mainstream academics, co curricular and other social activities at the school.
- Keep students and parents informed regularly about student progress
- Keep divisional Associate Principal informed about student progress
- Keep up-to-date documentation regarding lesson planning, homework assignments, reporting and grading using appropriate digital systems in ASB.
- Promotes good working relationships with others through active leadership and sharing of ideas, materials and experiences.

- Demonstrate accurate and up-to-date knowledge of curriculum and subject matter.
- Develop teaching-learning activities that are engaging and relevant.
- Maintain a positive attitude and focus on student capabilities.
- Work closely and in collaboration with classroom teachers, parents and counselors.

### The Ideal Candidate Will Have:

- An understanding of applying the approaches to learning and demonstrated knowledge of integrating technology to enhance learning
- Excellent interpersonal and communication skills
- A minimum of three years relevant teaching experience in a K-12 American / International School
- Master's degree from a recognized university and teaching certification
- Knowledge of WIDA standards and the Response to Intervention model preferred
- Experience with an inquiry based framework
- Evidence of relevant professional development

The [Teaching Standards Framework](#) guide the responsibilities of an ASB Educator.

## Core Values

*We believe that...*

Each person has equal intrinsic value.

People are responsible for the choices they make.

All people have potential for growth.

Internal motivation is the most powerful driver of learning and success.

A balanced lifestyle is the essence of well-being.

Mutual trust and respect are essential for healthy, enduring relationships.

Embracing our interdependence is vital for community to flourish

Practice, perseverance, and reflection are integral to a culture of excellence.

We are the trustees of our environment.

### Child Protection and Safety:

The American School of Bombay promotes a safe and positive community and has a special obligation to protect students. All Employees are bound by the Code of Conduct and required to submit a government issued background verification. All members of the community are responsible for the safety and well-being of every child.

### Note:

All American School of Bombay employees will have a job description which will outline responsibilities, specific duties and delineate lines of reporting. However, at times, an employee may be assigned a task that is not spelled out in their job description including a job customarily assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.