



**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 others.

## **Job Description**

**Position:** English as an Additional Language (EAL) Specialist Teacher  
**Division:** ES / MS / HS  
**Supervisor:** Divisional Principal  
**Contract:** Initial 2 year contract, annual renewal thereafter

### **Position Summary:**

The primary objective of the English as an Additional Language (EAL) program is to facilitate the successful inclusion and immersion of all English language learners into the mainstream academic and social activities of the school. The EAL Teacher provides individualized and group instruction using pull-out and co-teaching models to foster the language development of EAL students. EAL Teachers plan and teach instructional classes, assess, facilitate, and report on student progress and work in collaboration with the classroom teacher and grade level team to provide appropriate instruction according to the student's changing needs. They are a key member of the Individualized Learning Support team.

*ASB educators and staff recognize the value of having a diverse and inclusive school community and work to ensure that all students (members of the community) are seen, heard, and valued ASB Educators engage in continuous learning and embrace the school's mission.*

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 the 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.

ASB's Learners will be:

Intrinsically Motivated, Adaptable and Resilient, Self Aware, Empathetic, and Reflective.

- Administer and document a Language History Form for all EAL students that are shared with relevant educators
- 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 the sharing of ideas, materials, and experiences.
- Demonstrate accurate and up-to-date knowledge of curriculum and subject matter, including research-based principles for teaching English language learners.
- 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.

## 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.

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

### 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 of 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 assessments and the MTSS model
- Relevant teaching experience with English language learners and post-graduate work in EAL (this could mean a course, certificate, workshop, etc. in EAL)
- Experience with an inquiry based framework
- Evidence of relevant professional development

### 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 that 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.