

Approved

by the Principal of Nazarbayev
Intellectual School of

in _____ city
« _____ » _____ 201__.

Job description of an International Teacher of Nazarbayev Intellectual Schools

1. General Conditions

1.1. The present job description defines functional duties, rights and responsibilities of an International Teacher of Nazarbayev Intellectual Schools (hereinafter – School).

1.2. An International Teacher is appointed and dismissed from the position held by the order of the Principal of the school in a manner specified by the legislation and upon agreement with AEO “Nazarbayev Intellectual Schools” (hereinafter – AEO).

1.3. An individual appointed to the position of International Teacher shall possess:

- 1.3.1. accredited certification and qualification as a teacher in a specified subject area;
- 1.3.2. evidence of successful experience working in a school or schools – minimum of 5 years;
- 1.3.3. evidence of successful experience teaching gifted and talented children in a school environment – minimum of 2 years;
- 1.3.4. proven capability to integrate Information and communication technology into subject teaching;
- 1.3.5. evidence of contributing to the development of peer teachers through the design and delivery of Continuous Professional Development activities;
- 1.3.6. proven experience of involvement in curriculum development activities;
- 1.3.7. experience in building productive relationships with diverse group of people, including school administrators;
- 1.3.8. evidence of an interest and an enthusiasm to work within the Kazakhstan context.

1.4 While performing his or her work duties, an International Teacher will work within the regulations specified by:

- 1.4.1. the Legislation of the Republic of Kazakhstan;
- 1.4.2. the UN Convention on the Rights of the Child;

- 1.4.3. legal acts of AEO;
- 1.4.4. decisions of the Board of Trustees and Board of Directors of AEO;
- 1.4.5. this job description.

1.5. An International Teacher shall possess a working knowledge of:

- 1.5.1. the Constitution of the Republic of Kazakhstan, Law “About the status of “Nazarbayev University”, “Nazarbayev Intellectual Schools” and “Nazarbayev Fund”;
- 1.5.2. the UN Convention on the Rights of the Child;
- 1.5.3. teaching subject or subjects;
- 1.5.4. the pedagogical, physiological and psychological elements of teaching;
- 1.5.5. modern methods of teaching and learning;
- 1.5.6. the key strategic direction of educational work of Schools;
- 1.5.7. school health and safety issues;
- 1.5.8. the use of multimedia equipment;
- 1.5.9. school working hours;
- 1.5.10. the rules of internal labour policy;
- 1.5.11. normative documents of the school (including “Model rules of the student government in Nazarbayev Intellectual Schools”).

2. Functional Duties

The functional duties of an International Teacher include:

- 2.1. delivery of lessons in the English language in accordance with the requirements of the educational program;
- 2.2. team teaching the subject with local teachers;
- 2.3. organizing the delivery of model lessons in own subject area, with a particular emphasis on promoting the needs and raising the motivation of gifted and talented children;
- 2.4. use of effective and innovative teaching methods and resources, including new technologies;
- 2.5. contributing to the development and implementation of new and revised educational programs, materials and resources;
- 2.6. contributing to the development of students who are independent learners, able to think critically, work individually and collaboratively, and who have the skills set necessary to pursue further study after leaving the school;
- 2.7. assisting in the preparation of students to pass university entrance tests, including IELTS, SET, SAT examinations;
- 2.8. support students’ projects and research-based activities;
- 2.9. monitoring and reporting student attendance at lessons;
- 2.10. promoting and supporting the rights and freedoms of students;

- 2.11. contributing to school discipline through the management of student conduct and behavior;
- 2.12. contributing to Continues Professional Development activities for local teachers; coaching, advising and mentoring of local teachers;
- 2.13. working with teaching team members to promote the common goals of the school;
- 2.14. organization and delivery of extended and elective classes, Summer School activities and public events for students;
- 2.15. participation in professional communities and organizations;
- 2.16. supporting school clubs and other student bodies;
- 2.17. maintaining a healthy and safe learning environment;
- 2.18. ensuring quality of English version for the developed documents;
- 2.19. providing a written report on the work done after each school term;
- 2.20. any other tasks in line with functional duties, as determined by the Principal.

3. Rights

An International Teacher is entitled to:

- 3.1. participate in curriculum development; take part in project groups, seminars, meetings and conferences;
- 3.2. participate in the work of the Pedagogical Council and other governing bodies in the order determined by the Principal of the School;
- 3.3. free use of equipment, laboratories, information funds, services of training, teaching, social and other divisions of the School;
- 3.4. request and receive materials and documents within his/her own competency from the school administration and officials necessary for his/her performance;
- 3.5. protection of professional honor and dignity;
- 3.6. be familiarized with the documents, which includes the evaluation of his/her work;
- 3.7. be familiarized with amendments made in his/her job description.

4. Responsibility

An International Teacher shall bear the responsibility in a manner specified by the legislation of the Republic of Kazakhstan for the following:

- 4.1. improper performance or non-performance of functional duties under the employment contract and this job description;
- 4.2. failure to comply with the requirement of internal documents, orders and decisions of the school administration;
- 4.3. violation of the rules for internal labour policy;
- 4.4. the damage of property;
- 4.5. failure to comply with the requirements of labour safety and labour protection;

