



## Job Descriptor

**Title:** IB DP Economics and MS/HS Humanities  
**School:** Hong Kong Academy  
**Supervisor:** Middle School/High School Principal

### Qualifications

- Current teaching certification appropriate to age level and subject specializations
- A minimum of an undergraduate degree in the area of expertise required, and preferably a Masters Degree
- Previous IB teaching experience, and strong knowledge in the area of specializations at the required levels of study
- A strong belief in the IB philosophy and an ability to communicate well with students
- Willingness to supervise co-curricular roles
- A positive attitude
- Expertise in building active, collaborative classroom programs which encourage problem solving, critical thinking skills, and which develop a sense of classroom community and trust
- A solid understanding of a middle and high school organization, programs and students
- The ability to communicate effectively with others.
- A willingness to work beyond the school day

### Preferred Skills

- An ability to multi-task
- Experience in curriculum and assessment development
- Recent and relevant professional development, including recent IB training
- Experience and/or understanding of the “Backwards Design Process” or “Understanding by Design”
- Experience with or understanding of the 6 + 1 Writing Process
- Experience and or understanding of the IB DP program
- Ability to design learning experiences that incorporate digital tools and resources to promote student learning.
- Ability to communicate information and ideas effectively to students, parents, and colleagues using a variety of digital-age media.
- Ability to differentiate instruction so as to customize and personalize learning activities to address students’ diverse learning styles.

\* Please note that the Middle/High school runs a 1-1 laptop program (Frameworks for the Future- **F2**) for all students. Macbook laptops are used throughout.

### General Subject Responsibilities

The IB DP Economics and MS/Humanities teacher will teach five periods of an eight period modified block schedule. Collaborative planning time is embedded into the teacher’s weekly schedule. An advisory period (or study block for high school students) is also included in the teacher’s responsibilities.

## **General**

## **Teaching**

## **Responsibilities**

In addition to the subject responsibilities, teachers at HKA are welcomed into a collegial and collaborative working environment.

In support of this teachers are expected to:

- Communicate and liaise on a regular basis with fellow department/grade members with regard to planning, assessment, parent and community contact, subject organization and classroom issues including discipline, expectations and routines
- Communicate and liaise with other school colleagues in an effort to promote and establish integrative links and/or awareness
- Take an active role in behavioral management and pastoral care of class and home room groups
- Attend and constructively contribute in staff and department/grade meetings
- Assist in supervision of student breaks
- Coordinate class activities as deemed necessary
- Maintain up-to-date records of assessment, attendance, planning, reports, conferences, and communication with parents
- Establish links with your parent community to ensure that parents are kept well informed about student progress
- Assist, as required, in the development of curricular materials
- Act as a resource/contact/support for new staff members (i.e. curriculum, schedules, procedures)
- Lead at least two co-curricular after school activities per year
- Participate in and assist with school events as required
- Maintain a high degree of professionalism and confidentiality at all times

**School Hours:** 8:00 a.m. to 4:00 p.m. Monday to Friday. Classes meet 8:30 a.m. to 3:30 p.m. Wednesday is a half day for students with early dismissal enabling teachers to engage in professional and curriculum development. Teachers may expect to remain at school until 5.00 pm on Wednesdays.

**Contact:** For more information contact Douglas Musco, Middle/High School Principal, at [Douglas.musco@hkacademy.edu.hk](mailto:Douglas.musco@hkacademy.edu.hk) or Mr. Stephen Dare, Head of School at [Stephen.dare@hkacademy.edu.hk](mailto:Stephen.dare@hkacademy.edu.hk)

Additional information can be located on our website at [www.hkacademy.edu.hk](http://www.hkacademy.edu.hk)