

## JOB DESCRIPTION

**Position:** Teacher

**Department:** AllKids Learning Centre

### Roles and Responsibilities of the Position:

- Prepare lesson plans in advance that teach core objectives by following AllKids' curriculum
- Track and report students' performance to AKLC manager at all times.
- Attend monthly meetings to address difficult situations or problems with individual students so you can adapt your lesson plan to meet their needs.
- Develop stable, solid relationships with students with appropriate boundaries so they know you are available to help them when they need it.
- Encourage students and their guardians to get involved in their children's education
- Attend special events or training session held by AllKids
- Follow all reasonable instructions and works closely with all AllKids' departments in order for AllKids to achieve its goal.
- Send monthly attendance and reports to GM.
- Able to get students to engage with the lesson