POSITION ANNOUNCEMENT

Early Childhood Teacher &
Founding Director of the English Language School

Ecole Chrétienne Le Rocher
Location: Kinshasa, Democratic Republic of the Congo

School Profile

Ecole Chrétienne Le Rocher is a new school in Kinshasa founded by Congolese business and civic-minded people whose interest is to prepare the next generation of well-formed, principled moral leaders for the Congo, West Africa, the African Continent, and the world. As a Christian school, ECR roots its mission and educational practice in the transforming love of God for God’s people, affirming that education is one of the key gifts given by God to improve the human condition. The school is working to develop its curriculum toward application as an International Baccalaureate World School.

Job Profile

ECR seeks to hire a teacher and director for the English language division of ECR. The vision of ECR is to have simultaneous instruction in English and French for students who are enrolled in either the English or French curriculum. The person best suited for this position is at a minimum at bachelor (or equivalent) prepared early childhood educator with experience in curriculum development and school management. The Teacher/Director will work closely with the Head of the School on instructional programming and other policies to accomplish the goal of the school to be the premier educational institution in Kinshasa. Attention must be paid to the requirements of the IB World School program.

As an early childhood educator, the incumbent(s) are responsible for providing safe and developmentally appropriate programs that are aligned with all relevant national and international programs and school initiatives. Job duties will include:

1. Adapting daily routines to meet the interest and needs of the individual child and the group
2. Developing activities that promote literacy and math concepts
3. Ensuring that the facility and all equipment is clean, well-maintained, and safe
4. Establishing policies and procedures, including disciplinary policies
5. Maintaining and scheduling weekly and monthly activities
6. Participating in on-going in-service and education development opportunities, and participating in the ongoing development and evaluation of the program's goals and objectives

7. Planning and implementing activities that meet the physical, intellectual, emotional and social needs of their students

8. Providing a classroom environment that encourages parent participation

9. Ensuring that all children are supervised at all times

10. Establishing routines that are developmentally appropriate

11. Building children’s self-esteem through positive guidance and nurturing

12. Communicating with parents and discussing their children's development

13. Implementing positive discipline

14. Observing children and making notes of progress and development

15. Promoting literacy and early education

16. Providing a safe and secure environment where children feel comfortable

17. Providing age-appropriate experiences and activities for children, including storytelling, games, and songs

The Director/Teacher will be teaching foundational skills like proper social behavior and manners alongside academic skills. Standing in line, keeping their hands to themselves, listening to the teacher, not talking at certain times, and raising their hands when they have a question are all skills children will learn in preschool and carry with them as they advance.

Preschool teachers must also be the nurturers of these little souls. Very young children often need encouragement, compassion, understanding, and kind words as they navigate an environment that’s completely foreign to them. For many children, a preschool setting is the first experience outside of home in a group environment. Tears, breakdowns, and outbursts are all very normal but common behaviors in preschoolers. The Teacher/Director must be able to meet these emotional struggles with a soft voice and kindness, all the while encouraging your students the importance of obeying, following the rules, and adapting to the school environment.

Qualifications for Early Childhood Director/Teacher Position

- Minimum bachelors or equivalent degree in Early Childhood Education
- Experience with developing a new program
- Even though the program is in English, DRC is French-speaking. A minimum proficiency in French is necessary
- A flexible and adaptive personality

Priority Deadline to receive applications is July 9, 2019. The position begins mid-August 2019.

Supervision is by the head of school. Outcomes are directed toward meeting IB protocols for future application to the IB program.
Requirements for application:

1. A complete resume that makes your qualifications for the position clear
2. A cover letter of no more than one page that includes the following:
   - Brief introduction to who you are
   - Brief summary of your qualifications
   - Your ability to complete the terms of a minimum one year contract in country.
   - A paragraph that addresses your experience or understanding of working
     (a) in a new school that is developing its program
     (b) of working in an environment that may be linguistically and culturally different from your background.
3. You must have a current and valid passport and be eligible to apply for a visa to work in the Democratic Republic of the Congo. You may either include a copy of the personal information page of your passport or indicate the country, date of issue, and date of expiration. ECR will provide every assistance to you in acquiring a visa should you be select

Please include ALL the above required materials in ONE PDF file and email to the address below.

For finalists, ECR will conduct a criminal background screening and may require the completion of a personality inventory before a final offer of employment.

Compensation includes a salary package, housing in the adjacent complex, and some transportation needs.

Inquiries and application packets may be directed to Matthew Charlton, search consultant for the school, at matthew.charlton@tnumc.com.

Application deadline is June 25, 2019.