

Arabic Teacher
Job Description

The Role	
Location	MNS-D
Department	MNS-D
Reports To	Principal
Work Type	Full-time
Working Hours	7:30 AM to 3:10 PM Sunday to Thursday, and as required to fulfill the requirements of the job
Contract Duration	One year
Probation Period	Three months
Essential Attributes	Communication Skills, emotional stability, interpersonal skills, and problems-solver Able to establish excellent communication with people of all ages and different cultures Excellent attention to detail Prioritizes effectively
Last Revised	06/02/2020

Post Purpose

We are looking for an Arabic teacher with a minimum of 3+ years of experience preferably in an international school for kindergarten, Primary, Secondary Section. To help students to speak Arabic, and to enable them to write and read it.

Liase with

Principal, IEC Consultants, School Leaders, teaching staff, students, and parents

Responsibilities

- Classroom management
- Developing Arabic lesson plans in line with the National Curriculum
- Preparing classroom and coursework materials, homework assignments, and handouts
- Organising and getting involved in social and cultural activities such as sports competitions, school parties, dinners and excursions
- Attending and contributing to training sessions
- Advising student on career issues
- Organising and delivering classroom lectures to students

DHAHRAN



MULTINATIONAL
SCHOOL



Celebrating 20 Years
in Saudi Arabia

- Evaluating students classwork and assignments
- Recording and maintain accurate student attendance records and grades
- Maintaining discipline in the classroom
- Creating a vibrant teaching atmosphere

Requirements and Qualifications:

- Bachelor's degree in Arabic or any other related studies required
- A certified teaching qualification
- Previous experience of teaching in an International school
- The desire to provide Outstanding teaching and learning
- An aspiration to work in Multinational school with real prospects for enhancing their career

Undertake any other reasonable requests as made by the Principal to contribute to the continued smooth running of the Multinational School-Dhahran.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, maybe changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. While every effort has been made *to* explain the primary duties and responsibilities of the post, each task undertaken may not be identified.

Signed: _____

(Employee)

Date: _____

Signed: _____

(Principal)

Date: _____