



Job Description: Elementary School Arabic Teacher

Department: Elementary School

Reports To: Elementary School Principal

Job Purpose

Elementary School Arabic Teachers at Schutz American School are facilitators of language acquisition and cultural understanding, dedicated to helping students develop proficiency in Arabic while fostering a love of language and identity. Teachers are knowledgeable in language pedagogy, child development, and best practices in first and second language acquisition.

They use research-based strategies such as inquiry-based learning, differentiation, and personalized learning to meet the diverse needs of learners, including native and non-native speakers. Teachers design learning experiences that are responsive to each student’s readiness level, interests, and learning profile, ensuring all students are appropriately challenged and supported.

Arabic teachers support students’ academic, social, and emotional growth while promoting cultural awareness and global citizenship. They actively contribute to the school’s Professional Learning Community (PLC) and model the Schutz Learner Profile attributes in all interactions.

Reporting Relationships

Reports to: Elementary School Principal and Head of Arabic Program

Liaises with: Professional Learning Community (PLC), Teaching Assistants, Student Support Team, English Language Teachers, and Parents

Duties and Essential Job Functions

Instructional Planning and Delivery:

- Design and implement engaging Arabic language lessons that support reading, writing, speaking, and listening development.
- Plan and deliver personalized learning experiences, adjusting instruction based on student readiness, interests, and language proficiency.
- Use flexible grouping, targeted instruction, and student goal-setting to support individual progress in Arabic language development.
- Differentiate instruction to meet the needs of both native and non-native Arabic speakers.
- Integrate language learning with cultural understanding and real-world applications.
- Collaborate with grade-level teams and specialists to support interdisciplinary connections where appropriate.



- Use standards-based planning and data to inform instruction and personalize learning pathways.

Classroom Environment:

- Create a positive, inclusive, and student-centered classroom environment that promotes language acquisition and confidence.
- Foster student agency by encouraging goal-setting, reflection, and ownership of learning.
- Establish clear routines and expectations that support independent and collaborative learning.

Assessment and Feedback:

- Use a variety of formative and summative assessments to monitor student progress in Arabic language development.
- Use assessment data to guide personalized instruction and targeted support.
- Provide timely, specific feedback to support student growth and help students understand their next steps.
- Support students in tracking their own progress and reflecting on their learning goals.

Student Support:

- Differentiate instruction to support diverse learners, including varying language proficiency levels.
- Collaborate with the Student Support Team to ensure inclusive practices and appropriate interventions.
- Provide targeted support and enrichment opportunities based on individual student needs.
- Support students' social-emotional development through culturally responsive teaching practices.

Professional Collaboration and Development:

- Actively participate in the Professional Learning Community (PLC), focusing on the use of data to improve instruction and student outcomes.
- Collaborate with colleagues to design and refine personalized learning approaches within the Arabic program.
- Engage in ongoing professional development in language acquisition, personalized learning, and instructional best practices.
- Contribute to school initiatives and interdisciplinary learning opportunities.

Parent and Community Engagement:

- Maintain clear and professional communication with parents regarding student progress, goals, and next steps.
- Support parents in understanding how to reinforce Arabic language development at home.
- Promote the value of Arabic language learning within the school community.



Technology Integration:

- Use technology to enhance personalized language learning, including tools that support reading, writing, speaking, and feedback.

Additional Responsibilities:

- Supervise students during school hours, including recess, transitions, and school events.
- Participate in school activities such as field trips and cultural events.
- Maintain accurate and organized records of student progress and learning goals.

Qualifications Required

- Bachelor’s Degree in Education, Arabic Language, or a related field
- Valid teaching certification
- Minimum of 5 years of teaching experience in Arabic language instruction

Preferred Qualifications

- Master’s Degree in Education or a related field
- Experience implementing personalized learning approaches
- Experience teaching Arabic in an international or bilingual school setting
- Familiarity with inquiry-based and concept-based curriculum design
- Experience with differentiated instruction and inclusive practices
- Knowledge of second language acquisition strategies

Schutz American School is committed to fostering a collaborative, inclusive, and student-centered learning environment where all students are empowered to succeed through personalized pathways.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understood its contents.

Employee Name & Signature

Date

Supervisor’s Name & Signature

Date