

Leadership Posting

Test Preparation Specialist Dar Essalam American School

Rabat, Morocco

Application Deadline: March 31, 2024

Start Date: August 1, 2024

Job Description: Test Preparation Specialist

Reports to: Secondary Principal

Appointment: Full-time

Scope of Position: Dar Essalam American School (DAS) is an independent, English-medium, Pre-Kindergarten to Grade 12 international school in Rabat, Morocco, with the goal of providing a high-quality education to a diverse student body. The School has partnered with Lumo Education and International Schools Services (ISS) to develop an innovative curriculum that draws from the best of Finnish and American pedagogy to deliver a student-centered, enriching, and challenging program that prepares students for lifelong success.

The Test Preparation Specialist plays a pivotal role in developing and implementing comprehensive preparation programs for standardized tests, specifically focusing on SAT, ACT, TOEFL, and IELTS. This position involves creating effective instructional materials, delivering engaging lessons, and providing personalized support to ensure students achieve their optimal test scores.

Key Responsibilities:

1. Curriculum Development:

- Design and develop a comprehensive test preparation curriculum for SAT, ACT, TOEFL, and IELTS, aligning with the latest test formats and content.
- Regularly update materials to reflect changes in test patterns and syllabi.

2. Instructional Delivery:

- Conduct dynamic and engaging test preparation classes, incorporating diverse teaching methods to address various learning styles.
- Provide clear explanations of concepts, strategies, and test-taking techniques.

3. Individualized Support:

- Offer personalized guidance to students, identifying their strengths and weaknesses to tailor instruction accordingly.
- Conduct one-on-one sessions to address specific concerns and enhance individual performance.

4. Assessment and Progress Monitoring:

- Administer practice tests and assessments to gauge student progress.
- Analyze results to identify areas for improvement and develop targeted intervention strategies.

5. Student Engagement:

- Foster a positive and motivating learning environment.
- Encourage student participation and collaboration.

6. Communication:

- Maintain regular communication with students, parents, and colleagues regarding progress, achievements, and any concerns.
- Provide timely feedback on assignments and assessments.

Typical Duties and Responsibilities include, but are not limited to:

1. Develop lesson plans and instructional materials.
2. Conduct mock exams and review sessions.
3. Stay informed about changes in test formats, question types, and scoring.
4. Collaborate with the College Counselor and College Application Support Specialist to share best practices and enhance program effectiveness.
5. Participate in professional development opportunities to stay current with educational trends.

Required Skills, Knowledge, and Abilities:

1. Bachelor's degree in Education, English, or a related field.
2. In-depth knowledge of SAT, ACT, TOEFL, and IELTS test formats and content.
3. Strong instructional and classroom management skills.
4. Ability to analyze student performance data and tailor instruction accordingly.
5. Familiarity with educational technology tools for enhanced learning.
6. Strong understanding of international education systems and university admissions processes.
7. Excellent communication, interpersonal, and organizational skills.
8. Cultural sensitivity and the ability to work with a diverse student population.
9. Understands how to support linguistically diverse students
10. Proven experience and expertise with the American and/or Finnish model of academic programs
11. Unimpeachable integrity and personal qualities of warmth, transparency and approachability, empathy, and charismatic visibility

Preferred Skills, Knowledge, and Abilities:

1. Master's degree in Education or a related field.
2. Previous experience in test preparation or standardized test tutoring.
3. In-depth knowledge of required tests for British universities including BMAT (Biomedical Admissions Test), UCAT (University Clinical Aptitude Test), UKCAT (UK Clinical Aptitude Test), and LNAT (National Admissions Test for Law).
4. Familiarity with diverse teaching methods and strategies.
5. Certification in test preparation or teaching.
6. Experience working with international students and English language learners.
7. Proficiency in multiple languages, especially for TOEFL and IELTS preparation.
8. Successful international, overseas experiences
9. Educational or professional experience in a culturally diverse environment
10. Experience in technology-based educational solutions
11. Visionary and strategically minded thinker
12. Community-minded and a community-builder

Additional Notes:

- *It is mandatory to hold a critical role in ensuring the effective implementation of child protection measures within the school community.*
- Enforcing child protection policies and procedures to create a safe and secure environment for all students, staff and parents.
- Collaborating with relevant stakeholders, such as other teachers, support staff, and counselors to ensure and maintain an effective child protection framework.
- Investigating and addressing any reported incidents towards continuous improvement in child safeguarding practices.
- Your leadership and commitment to child protection contribute significantly to the overall well-being and academic success of students under their care.

Occupational health and safety

- Complying with workplace policies and procedures for risk identification, risk assessment, and risk control.
- Participating in activities associated with the management of workplace health and safety.
- Identifying and reporting health and safety risks, accidents, incidents, injuries, and property damages at the workplace.

Special Events

- All staff is required to attend all school events including but not limited to: Professional development days, sports days, special events, parent-teacher conferences, etc
- All Staff members are required to lead one after-school activity each week for one full semester as well as participate in the school events that may take place after school hours or during the weekends.

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Instructions

Individuals interested in applying should submit the following documentation online no later than **March 31, 2024**.

- A letter of application, including:
 - alignment between this position and the candidate's previous experiences
 - insights on leadership philosophies and experiences in times of challenge
- A current resume
- List of referees with positions and contact information
- Copies of certificates, diplomas, transcripts

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines. For technical assistance with your application, or for more information, please email Dr. Dave Botbyl, Head of School d.botbyl@das.ac.ma