

Admin Teacher

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Company: BrighterMonday Uganda

Location: Kampala

Category: other-general

Job Overview: We are seeking an experienced and passionate Administrative Teacher to join our team in providing high-quality early childhood education. The ideal candidate will possess a unique blend of administrative skills and teaching expertise, with a deep understanding of international curriculums. This role requires creativity, organization, and a genuine affinity for working with children. The Administrative Teacher will be responsible for ensuring smooth administrative operations while delivering engaging activity experiences to our playgroup.

Key Responsibilities: Administrative Duties: Manage day-to-day administrative tasks related to the operation of the preschool. Maintain accurate records of student attendance, enrollment, and progress. Coordinate with parents regarding admissions, scheduling, and any administrative inquiries. Assist in budget management and procurement of educational materials.

Teaching and Curriculum Development: Develop and implement lesson plans that align with international curriculums and educational standards. Foster a nurturing and stimulating classroom environment conducive to learning and growth. Utilize a variety of teaching methods to accommodate diverse learning styles and abilities. Assess children's progress and provide constructive feedback to support their development.

Interpersonal Skills: Build positive relationships with children, parents, and colleagues through effective communication and collaboration. Address any concerns or issues raised by parents with professionalism and empathy. Serve as a resource for Requirements Diploma in Early Childhood Education or related field. Minimum of 2-3 years of experience in early childhood education, with a focus on preschool teaching. Demonstrated understanding of international curriculums and educational frameworks. Strong organizational skills with the

ability to multitask and prioritize effectively. Excellent communication and interpersonal skills, with the ability to engage with high-caliber parents. Creative approach to teaching and learning, with a passion for fostering children's curiosity and creativity. Experience in administrative work within an educational setting is preferred

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