



Escuela de los Amigos de Monteverde
Monteverde Friends School
Monteverde 5655, Puntarenas, Costa Rica
Tel: (506) 2645-5302/5530 Fax: (506) 2645-5302
www.mfschool.org

Teacher Job Description

Essential:

1. Commitment to the vision and mission of Monteverde Friends School.
2. Love of children and enthusiasm for teaching and guiding students.
3. Active participation in the life of the school community.
4. Flexibility and creativity.

Qualifications:

1. College degree in areas of teaching responsibility, teaching certification desirable.
2. Commitment of at least two years.
3. Functional communication in spoken and written Spanish desirable.

Work Year and Week:

Teachers report the first week of August through the first week of June. Vacations and non-teaching work days include 1 week in October, approximately 1 month around December, 1 week during the Holy Week.

The workweek is approximately 40 hours including but not limited to the following

- 7:45 AM through 3:45 PM Monday, Wednesday, Thursday
- 7:45 AM through 5 PM Tuesday (for weekly staff meetings)
- 7:45 AM through 2:30 PM Friday

Report to: Co-director – Academics of the school.

Responsibilities:

(Part-time teachers will have responsibilities proportionate to the percentage of employment.)

1. Prepare and teach classes.
2. Maintain attendance and grade records.
3. Write semester and yearly curricular descriptions.
4. Write progress reports on all students at the end of each semester.
5. Participate in 2 scheduled parent/teacher conferences and additionally as needed.
6. Maintain communication with students' families.

7. Supervision during recreation and lunch as assigned.
8. Participate in committees.
9. Participate in quarterly mini-courses.
10. Participate in weekly Meeting for Worship and the school community.
11. Attend staff meetings, PTA meetings, and other meetings as needed.

Compensation and Benefits:

1. Salary as determined by step on the salary scale.
2. Health care through the Costa Rican national health care system (CAJA).
3. Visa / Immigration expenses.
4. *Aguinaldo* (Christmas bonus, equal to one-twelfth of yearly pay).
5. Participation in national teacher retirement plan (Magisterio).
6. *Prestaciones* (severance/retirement pay).
7. 50% tuition remission for each child