



CUTTINGTON UNIVERSITY

SUAKOKO, BONG COUNTY
P. O. BOX 10-0277
1000 MONROVIA 10, LIBERIA
WEST AFRICA

Email: hr@cu.edu.lr
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OFFICE OF THE DIRECTOR
HUMAN RESOURCE DEPARTMENT

July 5, 2024

VACANCY ANNOUNCEMENT FOR CHEMISTRY/TRIGONOMETRY TEACHER (GRADE 12), CUTTINGTON CAMPUS SCHOOL (CCS)

Position Title : Grade 12 – Chemistry/Trigonometry Instructor
Reports to : Vice Headmaster/CCS
Duty Station : Suakoko
Start Date : September 1, 2024
Closing Date for the Submission of Application: August 5, 2024 at 5:00PM

POSITION REQUIREMENTS:

Cuttington University is seeking qualified applicants who wish to become part of a dynamic, creative and innovative team to serve as **CHEMISTRY/TRIGONOMETRY** Teacher for her **12TH GRADE** Session of her High School based in Suakoko, Bong County. The individual should be able to implement the government-recommended curriculum and help children build numeracy, literacy, critical skills, and social skills; must be able to motivate children, using creative resources to contribute to their development; must be trained to teach students different subjects like math, science, English, social science, arts, etc.

REQUIRED SKILLS

Below are some skills required of the Individual (Instructor)

- Communication
- Critical Thinking
- Patience
- Organization
- Time Management
- Teamwork
- Listening.

Specific Duties:

- Establishing and enforcing rules of behavior for students in the classroom
- Prepare lessons, units and projects to complete learning objectives
- Help in shaping students character and behavior and foster independence
- Establishing and communicating clear objectives for lessons, units and projects
- Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and managing student behavior;
- Creating, assigning and grading various assessments for students, including test, quizzes, essays and projects;
- Working with students one-on-one when they need extra help or attention;
- Assigning homework, provide tutoring, grading tests, and documenting progress;
- Reach students with engaging lesson plans, provide developmentally appropriate lessons;
- Prepare students for WASSCE Exams;
- Tracking and evaluating student academic progress;
- Leading Parent-teacher meetings through regular Communication with parents;
- Maintaining positive relationships with students, parents, coworkers and supervisors;
- Creating a safe, respectful and inclusive classroom environment;
- Helping students improve study methods and habits

POSITION QUALIFICATIONS: *Required:* An Associate Degree in Primary/Secondary Education with 2 - 4 years' worth of experience; Bachelor degree is an added advantage.



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July 5, 2024

VACANCY ANNOUNCEMENT FOR NURSERY TEACHER, CUTTINGTON CAMPUS SCHOOL (CCS)

Position Title : Nursery Instructor
Reports to : *Vice Headmaster/CCS*
Duty Station : Suakoko
Start Date : September 1, 2024
Closing Date for the Submission of Application: August 5, 2024 at 5:00PM

POSITION REQUIREMENTS:

Cuttington University is seeking qualified applicants who wish to become part of a dynamic, creative and innovative team to serve as Nursery Teacher for her Elementary Session of her High School based in Suakoko, Bong County. The individual should be able to implement the government-recommended curriculum and help children build numeracy, literacy, critical skills, and social skills; must be able to motivate children, using creative resources to contribute to their development; must be trained to teach students different subjects like math, science, English, social science, arts, etc.

REQUIRED SKILLS - below are some skills required of the Individual (Instructor)

- Communication
- Critical Thinking
- Patience
- Organization
- Time Management
- Teamwork
- Listening.

Specific Duties:

- Establishing and enforcing rules of behavior for students in the classroom
- Prepare lessons, units and projects to complete learning objectives
- Help in shaping students character and behavior and foster independence
- Establishing and communicating clear objectives for lessons, units and projects
- Adapting teaching methods and materials to meet the interests and learning styles of students
- Encouraging students to explore learning opportunities and managing student behavior;
- Creating, assigning and grading various assessments for students, including test, quizzes, essays and projects;
- Working with students one-on-one when they need extra help or attention;
- Tracking and evaluating student academic progress;
- Leading Parent-teacher meetings through regular Communication with parents;
- Maintaining positive relationships with students, parents, coworkers and supervisors;
- Creating a safe, respectful and inclusive classroom environment;
- Helping students improve study methods and habits

POSITION QUALIFICATIONS: *Required:* "A" or "B" Certificates in Primary Education with 2 - 4 years' worth of experience; Associate degree is an added advantage.