

Greenfield College Recruitment Policy

Objective

Greenfield College is committed to attracting and retaining high-quality educators who align with our values and dedication to academic excellence. We seek passionate, innovative teachers eager to contribute to a collaborative, student-centered learning environment.

Equal Opportunity Commitment

We uphold a fair, inclusive, and merit-based hiring process, ensuring that all applicants are evaluated based on their qualifications, teaching philosophy, and alignment with the school's mission. We actively seek diverse perspectives and backgrounds to enrich our academic community.

Benefits of Working at Greenfield College

- A welcoming and dynamic school atmosphere that promotes collaboration, professional growth, and a strong sense of community among staff and students.
- An International Baccalaureate (IB) curriculum with a strong reputation for academic excellence, inquiry-based learning, and holistic student development.
- A prime urban location that offers access to a diverse and vibrant educational community, surrounded by other reputable schools and academic institutions.
- A diverse, inclusive, and secular school environment that values respect, open-mindedness, and global perspectives, fostering a welcoming community for staff and students of all backgrounds.

Recruitment Process

1. Internship and Training Programs

- We offer internships for promising graduates, providing hands-on teaching experience in a structured and supportive environment. Successful interns may be considered for full-time teaching roles based on performance and alignment with the school's values.
- As part of our commitment to STEAM education, we provide specialized training for STEAM teachers through our summer robotics enrichment courses. These courses equip educators with the skills to integrate robotics, coding, and other innovative technologies into their teaching practices.

2. Job Posting and Outreach

- Open positions are actively promoted through social media, ensuring visibility among educators locally and internationally.
- Faculty and staff recommendations are encouraged, leveraging professional networks to attract highly qualified candidates.
- Greenfield College collaborates with local universities, including the American University of Beirut (AUB), Lebanese American University (LAU), Université Saint-Joseph (USJ), and the French Institut, to identify talented graduates and experienced educators.
- Subject coordinators engage with university contacts to recruit highly skilled candidates who align with our curriculum and teaching philosophy.
- Interested applicants must complete the official application form available on the school's website, serving as the primary entry point to the recruitment process.

3. Steps to Employment at Greenfield College

1. Initial Interview

- Applicants are interviewed by the Subject Coordinator and the Director of the Department to assess credentials, experience, and suitability for the role.
- Promising candidates are invited to schedule a demo lesson, and past employment references are verified.

2. Demo Lesson

- Candidates present a mini lesson to students at the appropriate grade level, observed by the coordinator and director.
- Teaching methodology, student engagement, and subject knowledge are evaluated.
- The coordinator and director determine whether applicants move forward to the final interview stage. A second demo lesson may be requested if needed.

3. Final Interview

- Candidates meet with the President of the School to discuss financial and contractual details.
- The President has the final approval and may confer with the hiring committee if necessary.

4. Documentation Process

- Applicants must provide:
 - Police clearance record
 - Birth certificate and/or national ID
 - Completed application
 - Documentation of all educational degrees

5. Contract and Onboarding

- Employees sign a contract with the Assistant to the President and receive:
 - Teacher's Handbook
 - School schedule and academic calendar
- Directors are informed of completed hiring certification to schedule orientation sessions for new teachers.

6. Orientation and Probation Period

- Coordinators and directors guide new teachers through a three-month probationary period, offering support and professional development opportunities. Teachers receive in depth details regarding school rules, expectations, and the policies of the school.