



CHMX Bilingual Teacher

A world where poverty does not limit potential!

Christel House is an international nonprofit organization whose mission is to prepare graduates to achieve upward economic mobility, demonstrate good citizenship, and become empowered to identify and realize their goals, dreams, and human potential. We provide a comprehensive program that includes education from preschool through high school, character development, health care, nutrition, family support, career guidance, and job placement.

Christel House Mexico also promotes the development of thinking and life skills, emphasizing English language acquisition, critical thinking, creativity, and recreational activities.

Mission of the role:

The Pre-K teacher is responsible for preparing young learners in Pre-K by gradually introducing them to a structured learning environment through play-based learning, guided instruction, and discovery.

The Position Purpose is to facilitate English language learning in preschool, integrating it into the curriculum through a communicative and CLIL-based approach, in alignment with the school's academic model and SEP guidelines, supporting the holistic development of all children.

The educator supports learners in developing the foundational cognitive, social, emotional, and physical skills necessary for successful progression into formal schooling.

The Pre-K teacher demonstrates a genuine passion for working with young children, combined with patience, creativity, and strong classroom management skills. The educator should be knowledgeable about Early Childhood Development (ECD) best practices and able to engage learners in a way that builds trust, curiosity, and a love for learning.

The overall goal is to support the healthy emotional, social, and mental development of learners, ensuring they are well prepared and confident to transition into the next level of their educational journey.

Key Responsibilities:

Include the following.

- Implement a creative and developmentally appropriate program suitable for Pre-K students.
- Use a variety of teaching techniques such as storytelling, educational play, music, media, and hands-on activities to support learning.
- Use play-based strategies (songs, stories, role play, games, projects) to promote meaningful and joyful English exposure.
- Prepare and submit English lesson plans aligned with the school's pedagogical model and articulated with SEP Preschool Education Program goals and teaching preparation according to administrative guidelines.
- Implement CLIL strategies by integrating content from areas such as science, art, psychomotricity and socio-emotional learning using English as the language of instruction, in a playful, age-appropriate way.
- Develop children's basic English skills: listening and speaking, vocabulary, and early literacy/pre-writing as appropriate for each age group.
- Coordinate closely with homeroom teachers to integrate English into classroom projects and routines (CLIL) and ensure pedagogical coherence.
- Ensure the safety and wellbeing of learners within the classroom and during outdoor activities.
- Facilitate learning through play, music, arts and crafts, reading, writing, life skills, and physical development activities.



- Assist learners with completing classroom tasks and developing foundational learning skills.
- Create and maintain a stimulating classroom environment that includes visual learning aids aligned with curriculum outcomes, character development, and learner development stages.
- Observe and monitor learners' talents, abilities, developmental needs, or learning challenges, and document any concerns for referral to management or Social Services when necessary.
- Continuously assess children's progress in English through observation, checklists, portfolios and anecdotal records; report progress to academic coordination and families.
- Encourage and support the development of self-esteem, confidence, and independence in each learner.
- Support learners' physical, social, emotional, and cognitive development that encourages natural use of English without generating anxiety.
- Establish and maintain positive relationships with learners, colleagues, and parents/guardians.
- Assist learners with personal care routines, including toileting, feeding, and hygiene when appropriate.
- Supervise and support Teacher Assistants and volunteers within the classroom environment.
- Participate in academic meetings, professional learning communities and improvement processes related to the bilingual/international program.
- Maintain clean, safe, and organised classroom spaces and perform general classroom housekeeping duties when necessary.
- Maintain daily activity records and communication updates for parents/guardians and supervisors and participate in parent meetings as required.
- Maintain accurate learner attendance records and administrative documentation.
- Adhere to all organisational policies, procedures, safeguarding standards, and code of ethics.
- Perform additional duties as assigned by school leadership.

Requirements

The PreK teacher should demonstrate the following:

- Excellent understanding of child development principles and ECD teaching methodologies
- Knowledge of play-based learning and school readiness development
- Familiarity with health, safety, and sanitation guidelines in the classroom environment
- Strong communication, classroom management, and instructional skills
- Ability to mediate learner conflicts and promote positive behaviour
- Ability to build positive relationships with learners, parents, and colleagues
- Ability to plan and implement daily and quarterly lesson plans
- Multilingual ability (English and Spanish) required for the designated English teacher
- Commitment to ensuring the safety, wellbeing, and development of all learners

Skills required

- Oral Communication Skills
- Written Communication Skills
- Interpersonal and Family Relations
- Child Development and Learner Engagement Skills



- Computer and Basic Administrative Skills
- Active Listening Skills
- Organisation and Planning
- Professionalism and Ethical Conduct
- Reading and Instructional Skills
- Time Management

Education / Experience

- Bachelor's Degree in Preschool Education with official diploma and professional license **(Required)**
- English proficiency: minimum B2-C1 (CEFR), demonstrable through a valid certification (e.g., Cambridge, IELTS, TOEFL or equivalent) **(Required)**
- Methodology Certification such as TKT or ICELT
- Desirable: formal training or courses in CLIL, Teaching English to Young Learners (TEYL), project-based learning or active methodologies.
- Minimum three (3) years relevant experience in early childhood education **(Required)**
- Experience working with young learners in structured ECD environments **(Required)**
- Studies or certifications in Child Development / Early Childhood Education **(Preferred)**
- Additional training in early childhood, socio-emotional development, or active learning methodologies (Montessori, Reggio, Project-Based Learning, etc.) **(Preferred)**
- Real commitment towards teaching functional language and following the set academic guidelines for each academic program.

Important characteristics

A successful Grade RR Educator should demonstrate the following qualities:

- Passion for early childhood education and learner development
- Patience and emotional understanding
- Creativity in teaching and classroom engagement
- Flexibility and adaptability
- Dedication and commitment
- Reliability and accountability
- Calm and composed temperament
- Friendly and approachable nature
- Critical thinking ability
- Problem-solving skills

Organizational Values

- At Christel House, all team members are expected to embody our Organizational Values to foster a culture of high trust and inclusion, aligned with our mission to transform lives. These values are essential for success in every role across the network:
- **Demonstrate Integrity:** Honor commitments with honesty and ethical behavior. Uphold Christel House values in all decisions and actions to build trust with students, families, colleagues, and the broader community.
- **Commit to Continuous Learning:** Embrace a growth mindset, persevere through challenges, seek feedback, and innovate to improve outcomes for students and staff.
- **Show Passion for Results:** Set ambitious goals, monitor progress using data, celebrate achievements, and adjust course when needed to drive impact.
- **Practice Effective Communication:** Share ideas, expectations, and feedback clearly and transparently. Listen actively, ask clarifying questions, and engage in dialogue with positive intent.
- **Foster Inclusive Teamwork:** Build a culture of care, gratitude, and respect. Value diverse perspectives and promote a sense of belonging among all members of the community.

