



**SHANGHAI AMERICAN SCHOOL
JOB DESCRIPTION**

TITLE: LEARNING SUPPORT TEACHING ASSISTANT, HIGH SCHOOL, PUXI CAMPUS
SCALE: Expat Teacher Assistant Salary Scale
CONTRACT DAYS: 184.5 days

POSITION SUMMARY

The teaching assistant provides day-to-day assistance to the Teacher, to meet the needs of students. The teaching assistant will help in planning lessons and support the Teacher in providing instruction in English to the students in the classroom. In addition, the teacher assistant will monitor and supervise students throughout the School.

SUPERVISED, EVALUATED BY & REPORTS TO:

Building Principal and Classroom Teacher

QUALIFICATIONS:

- Bachelors Degree
- At least 5 years of working experience in classrooms as a Teacher or Teaching Assistant
- Demonstrated willingness and ability to work well with children and to work successfully and enthusiastically under the supervision of the Teacher.
- Willing to work as a team player, follow directions and a self-motivator.

PERFORMANCE RESPONSIBILITIES:

Teacher Assistant Responsibilities

- Assist the classroom teacher in providing student instruction and support in classrooms
- Coordinate instruction with the classroom teacher.
- Work in support of behavior plans.
- Assist students in activities and projects.
- Work with students during small group instruction
- Assist in the monitoring of students
- Help in routine organizational tasks and data collection
- Prepare materials as directed.
- Other duties as assigned.

Outside the Classroom

- Supervise children during recess and lunch.
- Other duties as assigned.

SAS BELIEVES:

- That each Employee makes a significant contribution to our success
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties; qualification and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his /her services wherever and whenever necessary to ensure the success of our organization.