

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** SCIENCE TEACHING ASSISTANT  
**DEPARTMENT:** MIDDLE SCHOOL, PUDONG CAMPUS  
**SCALE:** TEACHING ASSISTANT SALARY SCALE  
**CONTRACT DAYS:** UP TO 191

### **POSITION SUMMARY:**

The Science Teaching Assistant provides day-to-day assistance to the MS Science Department to meet the needs of students. The Teaching Assistant helps to support instruction and students. The Teaching Assistant monitors and supervises students throughout the school. Duties also include preparing, setting up, and cleaning up materials for student and/or teacher use as assigned by the science teachers. The Teaching Assistant also ensures the science storage facilities are organized and maintained according to appropriate safety regulations, and that laboratory equipment and other materials are maintained in a clean and operational manner. In addition, The Teaching Assistant supports substitution needs in the event a substitute is not available on the Pudong campus.

### **SUPERVISED, EVALUATED BY & REPORTS TO:**

Middle School Principal & Vice Principal

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree.
- At least 3 years related work experience.
- Proactive in building strong working and team relationships: collaborative, supportive and communicative.
  - Flexible and adaptable to accommodate changes in needs and priorities.
  - Good interpersonal and communication skills.
- Actively seek to motivate and inspire students.
- Ability to work independently, organize workload, work under periodic pressure and complete assignments with minimal supervision.
- Demonstrated willingness to learn equipment, methods, and procedures related to the duties assigned:
  - pieces of laboratory equipment utilized for demonstrations and experiments
  - Working knowledge of computer software related to the position
- Demonstrated willingness to learn and ability to follow safety procedures related to chemical laboratories.

### **PERFORMANCE RESPONSIBILITIES:**

- Maintain cleanliness, order, and overall safety of science labs, science prep rooms (including chemical storage facility).

- Prepare, set up, and clean up science equipment for student and/or teacher use.
- Take responsibility for safe chemical storage, preparation, laboratory set-up, cleanup, and disposal.
- Prepare and set up materials, display boards, posters, and related items for science class activities and student product displays.
- Assist in facilitating instructional activities.
- Supervise and support students to engage in classroom activities.
- Take on teacher role when assigned.
- Supervise students at recess and/or lunch.
- Follows guidance and day-to-day directions from the MS Science Head of Department.
- Work and interact cooperatively and professionally with parents, students and all colleagues.
  - Seek to clarify questions and concerns, addressing them directly to those involved whether team member, teacher, or supervisor.
- Perform general clerical duties related to the position such as filing, photocopying, data entry (inventory), filling out work requests and materials orders, etc.
- Lead or co-lead MS Exploratory courses.
- Attend Open School and Conferences as requested.
- Perform other job-related duties of comparable importance, difficulty and responsibility as required.
- Other duties as assigned.

### **SAS BELIEVES:**

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

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor 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.

### **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

### **Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.