

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** MAKERSPACE TEACHING ASSISTANT, HIGH SCHOOL PUXI  
**SCALE:** TEACHING ASSISTANT SALARY SCALE  
**CONTRACT DAYS:** 191 days

### POSITION SUMMARY

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

### SUPERVISED, EVALUATED BY & REPORTS TO:

Building Principal and Teacher

### QUALIFICATIONS:

- ▶ Bachelor's Degree or above with Mechanical Engineer background.
- ▶ Fluent in oral English.
- ▶ Experience working with basic hand tools, woodworking and metal working equipment is essential.
- ▶ Experience with 3D modeling and design and CNC fabrication is highly desirable.
- ▶ Demonstrated willingness and ability to work well with children (High school students).
- ▶ Willing to work as a team player, follow directions and a self-motivator.
- ▶ Ability to work independently, organize workload, work under periodic pressure and complete assignments with minimal supervision.
- ▶ Good interpersonal skills.

### PERFORMANCE RESPONSIBILITIES:

- ▶ Assist teacher in providing students instruction and support in the makerspace.
- ▶ Assist students in activities and projects.
- ▶ Assist in the monitoring of students, make sure students safety in the makerspace.
- ▶ Help in routine organizational tasks and administrative work.
- ▶ Set up materials and equipment for laboratory demonstrations.
- ▶ Maintain cleanliness, order and overall safety of maker space and preparation area.
- ▶ Purchase some materials when necessary.
- ▶ 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.

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## **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.