

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: Academic Planning Support TA
SCALE: Teaching Assistant Salary Scale
CONTRACT DAYS: Up to 191

POSITION SUMMARY:

This role has two main responsibilities: 1) supervision and management of the “Opportunity Room”, where students take make-up and re-take assessments, and 2) support of students enrolled in online courses (e.g. VHS, GOA, Pamoja). In addition, as with other staff members, the Academic Planning Support TA will monitor and supervise students throughout the school.

Teachers within Shanghai American School are recognized, along with students, as the school’s most valuable resource. Faculty members are recruited and offered employment based upon prior exemplary teaching performance. Teachers must be fully credentialed / certified for their respective assignments and must maintain both teaching excellence and credentials throughout employment.

SUPERVISED, EVALUATED AND REPORTS TO:

Divisional Vice Principal

QUALIFICATIONS:

- Bachelor’s Degree;
- At least 3 years of working experience with children / teenagers;
- Willingness to work as a team player;
- Self-motivator;
- Academic support and high school experience preferred.

PERFORMANCE RESPONSIBILITIES:

- Actively support and promote the school’s philosophy, mission, and goals;
- Run study hall classes and after school student support programs;
- Help students stay on track with online courses;
- Monitor students’ academic, social, and emotional performance/needs;
- Offer academic assistance to students as appropriate;
- Follow through with Vice Principal in issues of discipline;
- Liaise with teachers, counselors, office staff, and administrators;
- Develop relationships and positive rapport with students;
- Contribute to the life and culture of the school;
- Actively participate in school sponsored events & activities;

- Actively support the School through participation in the after school activities program, advisory program, and faculty committee structures;
- Perform 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.

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.