

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: SCIENCE & ART TEACHER ASSISTANT
DEPARTMENT: Middle School, Puxi Campus
SCALE: Expatriate Teacher Assistant Salary Scale
CONTRACT DAYS: 188 DAYS

POSITION SUMMARY:

The Science & Art Teacher Assistant provides support to the MS Science & Art Departments as needed to support student learning. Duties may include preparing, setting up, and cleaning up materials for student and/or teacher use as assigned by teachers. The Teacher Assistant also ensures the science & art storage facilities are organized and maintained according to appropriate safety regulations, and that laboratory and art equipment and other materials are maintained in a clean and operational manner.

SUPERVISED, EVALUATED BY & REPORTS TO:

Middle School Principal

PREFERRED QUALIFICATIONS:

- Bachelor degree
- At least 3 years related work experience
- Good interpersonal and communication skills.
- 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 various
 - pieces of laboratory equipment utilized for demonstrations and experiments
 - media and techniques utilized to teach the MS art curriculum
- Demonstrated willingness to learn and ability to follow safety procedures related to chemical laboratories.
- Working knowledge of computer software related to the position.

PERFORMANCE RESPONSIBILITIES:

- Prepare, set up, and clean up science and art equipment for student and/or teacher use
- Maintain cleanliness, order, and overall safety of science labs, science prep rooms (including chemical storage facility), art studios, and art storage rooms.
- Take responsibility for safe chemical storage, preparation, laboratory set-up, cleanup, and disposal.
- Prepare and set up materials, display boards, posters, art displays, and related items for science & art class activities and student product displays.

- Perform general clerical duties related to the position such as filing, photocopying, data entry (inventory), filling out work requests and materials orders, etc.
- Assist with student supervision 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 by 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.