

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: ELEMENTARY CHINESE TEACHER ASSISTANT, PUDONG CAMPUS
SCALE: PRC Teacher Assistant Salary Scale
CONTRACT DAYS: up to 191

GENERAL POSITION SUMMARY:

Classroom Instructional Aides provide day-to-day assistance as directed by the Chinese Teachers. The Instructional Aides will also be a substitute for the Chinese Teachers during their absence.

SUPERVISED, EVALUATED BY & REPORTS TO

Building Principal, Vice Principal, Director of Language Programs, and Classroom/ Supervising Teacher

QUALIFICATIONS & SKILLS:

- Fluent in Mandarin and English.
- Preferably have a quality experience teaching Chinese as a second language
- Preferably have relevant training in language development theory and practices.
- Have the interpersonal skills to be able to work well with children, and to work successfully and enthusiastically under the supervision of classroom teachers.
- Have interpersonal skills to be able to work effectively with staff and parents.

PERFORMANCE RESPONSIBILITIES:

Classroom TA Responsibilities

- Provide assistance in the class (Pre K to G5)
- Help in routine organizational tasks.
- Prepare materials as directed.
- Assist in setting up instructional activities.
- Supervise students during independent activities.
- Work with the Chinese Teacher to support special needs students in the Chinese classes.
- Accompany students to special classes and areas throughout the building.
- Will be assigned to different classes on a regular basis to assist the class teacher by working with small groups and individuals.
- Substitute for Chinese Teachers in their absence.
- Other duties as required

Chinese TA Responsibilities

- Plan and attend regularly scheduled Chinese TA and classroom meetings
- Create and write materials developmentally appropriate and culturally relevant activities and projects for students.
- Assess and report student's progress as requested.
- Supervise children to foster independence during their activities both inside and outside.
- Attend parent conferences as requested by the Teacher.
- Work to foster a collaborative culture and meet as required with all early childhood team members.
- Meet with the Panda Pals Team, Teachers and TA's when required
- Attend Early Childhood professional development opportunities when approved
- Participate in one ASA a year
- Other duties as assigned

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Outside the Classroom:

- Accompany students to special classes, library, or other areas as assigned, assist when appropriate, in the supervision of all children in these areas
- Supervise children during recess and lunch as assigned, assist when appropriate, in the supervision of all children in these areas
- Encourage behavior management techniques aligned to SEL philosophy of the ES
- Other duties as assigned.

SAS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited with 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.