

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: HIGH SCHOOL ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) TEACHING ASSISTANT
SALARY SCALE: Teaching Assistant Salary Scale
CONTRACT DAYS: Up to 191 days

POSITION SUMMARY:

The EAL Teaching Assistant provides assistance to classroom teachers and to EAL Teachers, in support of student needs. The EAL Teaching Assistant will help in carrying out lessons, following the California English Language Development (ELD) standards and support teachers in providing instruction to students in the classroom. In addition, the EAL Teaching Assistant will monitor and supervise students throughout the High School.

SUPERVISED, EVALUATED BY & REPORTS TO:

Building Principal and EAL Teachers

QUALIFICATIONS & SKILLS:

- Minimum Bachelor's Degree
- A positive approach to working with children and the ability to motivate, inspire and build rapport
- Excellent team working ability: collaborative, supportive and communicative
- Good organizational skills
- Work with flexibility and adaptively to accommodate changes in needs and priorities
- Ability to provide or support accommodations in classrooms that provide students with access to regular instruction without enabling students to over-rely upon adult assistance
- High school and EAL experience preferred

PERFORMANCE RESPONSIBILITIES:

Inside Classrooms

- Help in routine organizational tasks
- Prepare materials as directed
- Assist in setting up and facilitating of instructional activities
- Support students with English Language Development and portfolio documentation as required
- Encourage behavior management techniques aligned to the high school philosophy
- Assist students in activities and projects in the classroom
- Attend Open House and/or Meetings, Conferences as requested
- Prepare materials to send home to parents
- Supervise and engage students during independent activities
- Other duties as assigned

Outside Classrooms

- Supervise students as assigned, assist, when appropriate, in the supervision of all students in these areas
- Other duties as assigned

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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.