

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: Flex Hall Supervisor
SCALE: Expatriate Teacher Assistant Salary Scale
CONTRACT DAYS: Up to 191

POSITION SUMMARY:

This role is primarily one of supervision of Grades 9 and 10 students in groups of 10-30 during their required study hall block. In addition, as with other staff members, the Flex Hall Supervisor will monitor and supervise students throughout the school. The Flex Hall Supervisor will coordinate with teachers and also support student programs after 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. 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.

SUPERVISED, EVALUATED AND REPORTS TO:

Building Vice Principal

QUALIFICATIONS:

- Bachelor's Degree;
- At least 3 years of working experience with children / teenagers;
- Willingness to work as a team player and to follow directions;
- 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;
- Manage groups of students;
- Monitor students' academic, social, and emotional performance/needs;
- Offer academic assistance to students as appropriate;
- Support struggling students;
- Follow through with Vice Principal in issues of discipline;
- Liaise with teachers, counselors, office staff, and administrators ;
- Develop a 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.

Therefore, this position description is designed to outline primary duties; qualification 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.