

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: TEACHER ASSISTANT - ART
CAMPUS: Pudong Middle & High School
SCALE: EXP or PRC Teacher Assistant Salary Scale
CONTRACT DAYS: Up to 191

POSITION SUMMARY:

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

SUPERVISED, EVALUATED BY & REPORTS TO:

The High School Principal & The Middle School Principal & Art Teachers

QUALIFICATIONS & SKILLS:

- Minimum Bachelor's degree
- At least 3 years related work experience, preferably in the visual arts
- Good interpersonal and communication skills
- Ability to liaise with the local co-workers directly in Chinese such as school Shifus, local suppliers when ordering, local art material sourcing, and purchase order requests.
- Ability to work independently, being motivated to independently seek out work that needs to be completed to better the department; organize workload, work under periodic pressure and complete assignments with minimal supervision.
- Demonstrated willingness to learn equipment, methods, and procedures related to the various media and techniques utilized to teach the MS & HS art curriculum.
- Working knowledge of computer software related to the position.

PERFORMANCE RESPONSIBILITIES:

- Organize personal work schedule to prioritize both task completion and in-class teacher assistance.
- Prepare, set up, and clean up art equipment for student's and/or teacher's use.
- Maintain cleanliness, order, and overall safety of art studios, and art storage rooms.
- Take responsibility for safe art storage, preparation, art room set-up, cleanup, and disposal.
- Prepare, create, and maintain display boards, posters, art displays, art materials, and related items for art class activities and student 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, team teaching, and substitute teaching as requested.
- 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 or 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.