

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: HIGH SCHOOL LEARNING LAB COORDINATOR
SCALE: Expat Teacher Assistant Salary Scale
CONTRACT DAYS: Up to 191

POSITION SUMMARY:

The Learning Lab Coordinator will supervise a space where students can study independently and/or study in groups. The coordinator will help monitor student progress in completing assignments and assist students in developing study skills which enable them to become more independent learners. In addition, the coordinator can help students engage in skills of stress management.

SUPERVISED, EVALUATED BY & REPORTS TO:

High School Vice Principal

PERFORMANCE RESPONSIBILITIES:

- Take attendance each period.
- Post Daily Announcements.
- Create a positive learning environment for study and appropriate socialization.
- Build positive relationships with students within the context of the Learning Lab.
- Attend grade level Counseling Core sessions as necessary.
- Work with school counselors to reinforce stress management techniques and study skills that are taught as part of the Counseling Core program.
- Help students access school resources for support.
- Assist students in choosing appropriate Extended Learning sessions to support their needs.
- Monitor student progress in completing assignments within the parameters set by teachers and administrators as to what is an appropriate level of support and assistance.
- Make log entries for students who might need additional academic or social/emotional support.
- Protect the confidential nature of students' personal and educational circumstances.
- Assume the Head of Years role for the grade level which include responsibilities as the student council advisor, plan student grade level events, etc.
- 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.