

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** LEARNING SUPPORT TEACHER, HIGH SCHOOL, PUXI CAMPUS  
**SCALE:** Teacher Salary Scale  
**CONTRACT DAYS:** up to 191

### POSITION SUMMARY:

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. Typically, to be offered employment, faculty members must indicate a willingness to commit to three years of excellent service to our students. The successful candidate will be assigned to provide students with mild learning disabilities and learning challenges with push-in and small group support. This position works with students and consults with teachers in grades K-5th.

### SUPERVISED, EVALUATED BY & REPORTS TO:

Building Principal & Director of Student Support Services

### JOB REQUIREMENTS

- Minimum Bachelor's degree or above
- Minimum five (5) years teaching experience in a similar role
- Fully credentialed/certified teacher *with license for special education*
- Demonstrated knowledge of Multi-Tiered System of Support (MTSS) and other models for determining eligibility for learning support
- Demonstrated successful experience assisting classroom teachers in supporting students with learning challenges
- Work independently with small groups of children to differentiate and personalize instruction based on student need
- Demonstrated broad knowledge of exceptional learning challenges and recommended interventions.
- Demonstrated training and experience with developing and writing Individualized Education Plans (IEP) and administering and analyzing academic assessments
- Excellent record management skills
- Excellent communication skills
- Ability to develop good rapport with parents as well as students and colleagues
- Familiarity with various learning management systems (e.g. Schoology, PowerSchool)

### PERFORMANCE RESPONSIBILITIES:

- Ensures the master IEP caseload is current
- Facilitate all test accommodations for students with IEP's
- Attend and actively participate in SST meetings
- When appropriate, administer standardized academic tests (WIAT, WJ, etc.)
- Write and facilitate all IEP's and team meetings with faculty, students and parents
- Design and plan collaboratively with general education teachers
- Provide day-to-day instruction to each student on the caseload, both in the classroom and in individualized or small group settings. (push-in & pull-out)
- Use multiple data points to inform decisions regarding instruction and accommodations based on individual student needs
- Work cooperatively with fellow-staff members and administrators in curriculum design, assessment, and implementation as it pertains to specific grade levels and programs
- Partner with parents to meet the needs of students and to promote the philosophy and goals of the school
- Actively participate in school sponsored events & activities
- Perform additional duties as assigned by the Principal
- Actively support and promote the school's mission and core values
- Actively support the school through participation of the after-school activities program

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## **SAS BELIEVES:**

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