

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: HIGH SCHOOL TEACHING ASSISTANT
SALARY SCALE: TA SALARY SCALE

POSITION SUMMARY:

The Teaching Assistant provides day to day assistance to the Teacher, in support of student needs. The Teaching Assistant will help in planning lessons and support the Teacher in providing instruction in English to the children in the classroom. In addition, the Teaching Assistant will monitor and supervise students throughout the School.

SUPERVISED, EVALUATED BY & REPORTS TO:

Building Principal and Classroom Teacher

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
- Middle school experience preferred.

PERFORMANCE RESPONSIBILITIES:

Inside the Classroom

- Help in routine organizational tasks.
- Prepare materials as directed.
- Assist in setting up and facilitating of instructional activities.
- Support students with behavior plans as required
- Encourage behavior management techniques aligned to the middle school philosophy
- Interact with parents and share information, deference
- Assist children in activities and projects
- Supervise and engage children during independent activities
- Prepare materials to send home to parents
- Attend Open House and/or Student Lead Conferences if requested and mutually agreed
- Other duties as assigned

Outside the Classroom

- Accompany students to special classes, library, or other areas as assigned, assist, when appropriate, in the supervision of all children in these areas
- Supervise children during recess and lunch as assigned, assist, when appropriate, in the supervision of all children in these areas
- 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.

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.

Child Protection at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.