



SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: SCIENCE MAKERSPACE TEACHER ASSISTANT, HIGH SCHOOL PUXI
SCALE: TEACHING ASSISTANT SALARY SCALE
CONTRACT DAYS: 191 days

POSITION SUMMARY

The teacher assistant provides day-to-day assistance to the Teacher, to meet the needs of students. The teacher assistant will support the Teacher in providing instruction in English to the children in the classroom. In addition, the teacher assistant will monitor and supervise students throughout the class.

SUPERVISED, EVALUATED BY & REPORTS TO:

Building Principal and Teacher

QUALIFICATIONS:

- Bachelor's Degree or above with Mechanical Engineer background.
- Fluent in oral English.
- Experience working with basic hand tools, woodworking and metal working equipment is desirable.
- Experience with 3D modeling and design and CNC fabrication is a benefit.
- Demonstrated willingness and ability to work well with children (High school students).
- Willing to work as a team player, follow directions and a self-motivator.
- Ability to work independently, organize workload, work under periodic pressure and complete assignments with minimal supervision.
- Good interpersonal skills.

PERFORMANCE RESPONSIBILITIES:

- Assist teacher in providing students instruction and support in the makerspace.
- Assist students in activities and projects.
- Assist in the monitoring of students, make sure students safety in the makerspace.
- Help in routine organizational tasks and administrative work.
- Set up materials and equipment for laboratory demonstrations.
- Maintain cleanliness, order and overall safety of maker space and preparation area.
- Purchase some materials when necessary.
- 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 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.