SHANGHAI AMERICAN SCHOOL

ASSIGNMENT DESCRIPTION

TITLE: SUBSTITUTE TEACHER/TEACHER ASSISTANT

SCALE: Applicable Substitute Salary Rate (Expatriate or PRC)

GENERAL POSITION SUMMARY:
The substitute teacher or teacher assistant performs the instructional and classroom management process, helping students cover subject matter and/or skills that are required for scheduled lessons, and provides meaningful direction for assigned classrooms, in the absence of the regular classroom teacher. Additionally, the substitute teacher or teacher assistant will monitor and supervise students throughout the school. Substitutes are assigned to divisions and programs as required on an on-call basis.

SUPERVISED, EVALUATED BY & REPORTS TO:
Building Principal, Vice Principal and Classroom/ Supervising Teacher

QUALIFICATIONS, SKILLS & REQUIRED DOCUMENTS:
- Minimum Bachelor’s Degree
- Ability to work with students using a positive approach and build rapport
- Actively seek to motivate and inspire students
- A desire to take an active role in building strong working and team relationships: collaborative, supportive and communicative
- Good organizational skills
- Ability to work flexibly and adapt to accommodate changes in needs and priorities
- EAL and elementary school experience preferred

REQUIRED DOCUMENTS:
- Valid passport with current residence permit/local ID card
- Recent non-criminal record certificate
- Copy of university or college degree and teaching certificate (if applicable)
- Two (2) references from professional contacts, sent directly to the School
- Necessary financial forms

PERFORMANCE RESPONSIBILITIES (please refer to specific descriptions below):

Classroom Teacher Responsibilities
- Deliver lesson plans as designed by the classroom teacher, providing instructional material to students
- Follow procedures and achieve lesson goals
- Oversee normal classroom rhythms and activities
- Assign and explain homework
- Take attendance and document notes, compiling a report for the classroom teacher for when he/she returns
- Supervise students outside of the classroom including the hallways and cafeteria
- Comply with all school regulations and policies during substitute assignment

Classroom Teacher Assistant Responsibilities
- Help with routine organizational tasks
- Prepare materials as directed, assisting in setting up and facilitating instructional activities
- Support students with appropriate behavior in all school's settings and support student's behavioral plans
- Assist students with activities and projects
- Comply with all school regulations and policies during substitute assignment

**Library Teacher Assistant Responsibilities**
- Assist with opening and closing library procedures
- Share responsibility as assigned for the monitoring and discipline of student behavior in the library
- Organize and re-shelve library materials in a timely manner
- Provide basic reference assistance on an as-needed basis
- Comply with all school regulations and policies during substitute assignment

**EAL/Learning Support Teacher Assistant Responsibilities**
- Supervise students during independent activities
- Assist with planned activities and projects appropriate for EAL/LS students
- Comply with all school regulations and policies during substitute assignment

**Chinese Teacher Assistant Responsibilities**
- Assist with planned developmentally appropriate and culturally relevant activities and projects for students
- Comply with all school regulations and policies during substitute assignment

**Technology Teacher Assistant Responsibilities**
- Support teachers and/or the ES Technology coach during technology projects and/or while in the classroom
- Supervise students while in the ES Tinker Lab or iHub
- Facilitate AV equipment inventory, AV checkouts, iHub circulation of equipment to teachers as requested
- Comply with all school regulations and policies during substitute assignment

**Art Teacher Assistant Responsibilities**
- Preparing and setting out materials as directed
- Assist in clearing up after classes – washing and putting away materials
- Organizing all art materials in the Art storeroom
- Preparing, rolling and processing clay as necessary; loading, unloading and firing student clay work in the kiln
- Comply with all school regulations and policies during substitute assignment

**Outside the Classroom:**
- Accompany students to special classes, library, or other areas as assigned, assist when appropriate, in the supervision of all students in these areas
- Supervise students during recess and lunch as assigned, assist when appropriate, in the supervision of all students in these areas
- Comply with all school regulations and policies during substitute assignment

**SAS BELIEVES:**
- That each substitute makes a significant contribution to our success
- That contribution should not be limited with the assigned responsibilities

Therefore, this assignment description is designed to outline primary duties and scope of assignment, but not limit the substitute nor SAS to only the tasks identified. It is the expectation of the School that all substitutes will offer his/her services wherever and whenever necessary to ensure the success of the organization.