TITLE: ELEMENTARY SCHOOL TEACHING ASSISTANT, ELEMENTARY SCHOOL

GENERAL POSITION SUMMARY:
The Teacher Assistant provides day-to-day assistance to the Teacher to meet the needs of students. The Teacher Assistant will help in planning lessons and support the Teacher in providing instruction in English and/or Chinese to the children in the classroom. In addition, a Teacher Assistant will monitor and supervise students throughout the School.

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

QUALIFICATIONS & SKILLS:
- University Degree
- Ability to work with students using a positive approach and builds 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
- English Proficiency
- Experience with kids/studied education preferred.

Chinese TA Responsibilities:
- Plan and attend regularly scheduled Chinese TA and classroom meetings
- Create and write materials developmentally appropriate and culturally relevant activities and projects for students.
- Assess and report student’s progress as requested.
- Supervise children to foster independence during their activities both inside and outside.
- Attend parent conferences as requested by the Teacher.
- Work to foster a collaborative culture and meet as required with all early childhood team members.
- Meet with the Panda Pals Team, Teachers and TA's when required
- Attend Early Childhood professional development opportunities when approved
- 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
- Encourage behavior management techniques aligned to SEL philosophy of the ES
- 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.