

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** CLASSROOM TEACHER ASSISTANT, ELEMENTARY SCHOOL – Local Hire  
**SCALE:** Teacher Assistant Salary Scale  
**CONTRACT DAYS:** up to 191

### 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:

- Minimum Bachelor's 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
- Work flexibly and adapt to accommodate changes in needs and priorities
- EAL and elementary school experience preferred.

### PERFORMANCE RESPONSIBILITIES:

#### Classroom TA

- Help with routine organizational tasks.
- Prepare materials as directed.
- Assist in setting up and facilitating instructional activities.
- Support students with appropriate behavior in all school's settings and support student's behavioral plans.
- Encourage behavior management techniques aligned to SEL philosophy of the ES
- Respectfully Interact with parents and in collaboration with teacher/supervisor, share information
- Assist children in with activities and projects
- Supervise and support students to engage in appropriate and independent choices
- Review the TA Handbook, clarify questions with ES TA Coordinator and Vice Principal (TA Handbook does not replace the Employee Handbook)
- Attend Open House and/or Student Lead Conferences if requested and mutually agreed
- Seek to clarify questions and concerns, addressing them directly to those involved whether team member teacher or supervisor
- Participation in one ASA a year
- Other duties as assigned

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## Library TA

- Assist with opening and closing library procedures
- Facilitate a positive and inviting climate for all students, parents and staff
- Share responsibility for the monitoring and discipline of student behavior in the library using the ES philosophy and techniques
- Attend and participate in all regularly scheduled library meetings and TA Professional Development classes
- Be responsible for the daily circulation of library materials
- Shelf and re-shelve library materials in a timely manner
- Supervise, maintain and update client records
- Share responsibility for keeping the library attractive and orderly, including shelf-reading
- Keep the library running effectively when the librarian is not present
- Assist with annual inventory of materials
- Update library displays and bulletin boards to highlight special library and school events
- Request student and staff resources via ILL, as needed
- Update labels and book covers as necessary, including basic repair
- Assist clients with the use of the library
- Maintain organization of library materials
- Help evaluate, select and requisition new library materials and equipment
- Work cooperatively with the library staff and the entire faculty
- Support library special events as requested
- Help with book selection by students, parents and staff
- Provide basic reference assistance on an as-needed basis
- Facilitate other activities that will contribute to an interesting and productive library program, based upon the strengths and talents of the team
- Participate in one ASA each school year
- Other duties as assigned

## EAL/Learning Support Responsibilities

- Supervise children during independent activities.
- Plan activities and projects appropriate for EAL/LS students.
- Assess and report EAL/LS Student's progress as requested.
- Attend parent conferences as requested by the Teacher/Supervisor.
- Coordinate EAL instruction with the classroom teacher or Supervisor.
- Meet with the EAL/Learning Support Team when required.
- Attend EAL professional development opportunities when approved
- Participate in one ASA each school year
- Other duties as assigned

## 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

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- Participate in one ASA a year
- Other duties as assigned

## Technology TA Responsibilities

- Supervise children during independent activities and projects.
- 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.
- Manage class rostering and student SAS webIDs. Coordinate student usernames with the ES Technology Coach and the Puxi Tech Department
- Manage rostering of online web applications and databases.
- Coordinate communications between teachers, coaches and SAS Tech support.
- Support the training of teachers and students in the safe use of iHub and Tinker lab equipment, technology and tools
- During rainy day recesses, supervise and manage students in the ES iHub and Tinker Lab.
- Coordinate technology support and/or instruction with the classroom teacher, instructional technology and STEAM coaches.
- Meet with the SAS school-wide Technology Team when necessary.
- Managing iHub consumable inventory and ordering.
- Support technology professional development events within Puxi ES (i.e Happy Appy Hours, Wine Dine and Design, etc.)
- Support and lead technology driven ASAs with support of ES technology and STEAM coaches.
- Manage AV equipment inventory and AV checkouts to teachers throughout the year.
- Manage iHub circulation of equipment to classroom teachers.
- Support Tech in the deployment (August) and collection (June) of ipads and laptops at the beginning of the year
- Manage and support alongside SAS Tech, ipad application image on grade level ipads
- Attend Technology professional development opportunities when approved
- Participate in one ASA a year
- Other duties as assigned

## Art TA Responsibilities

- Preparing and Setting out materials for classes grade 1- 5 (9 classes on average in a school day)
- Helping clear up after classes – washing and putting away materials
- Fixing and Mounting 2-D work
- Displaying 2 and 3-D work
- Returning student work to the classrooms after displaying
- Organizing and stock taking all art materials in the Art storeroom
- Preparing, rolling and processing clay
- Loading, unloading and firing student clay work in the kiln
- Preparing glazed work for the kiln
- Liaising with local suppliers (framers / tailors/ support service etc.)

## **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

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- 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.