

Keystone Academy  
Job Description & Person  
Specification

**Job Description and Person Specification**

<b>Position:</b>	<b>Learning Assistant</b>
<b>School Section:</b>	<b>Secondary School</b>
<b>Reports to:</b>	<b>Director of Center for Student Development</b>
<b>Qualifications:</b>	<b>Bachelor's degree or above</b>

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**JOB DESCRIPTION**

*Role Description / Working Relationships*

The Secondary School Learning Assistant supports their assigned academic subject Department Leaders in achieving student learning objectives that promote student success within and outside the classroom for that subject area. This includes providing support for individual students, as directed by Center for Student Development (CSD) specialists and student support plans. Daily schedules are set under the supervision of the Director of the CSD in conjunction with the subject Department Leader and will include working in assigned classes with a variety of subject teachers and grade levels. Substitutions in various subjects is also part of the job assignment, as directed by the Middle School and High School Division Leaders and coordinated through the CSD office.

*Duties and Responsibilities:*

- Assist the CSD and subject teachers in implementing student learning objectives
- Assist with supervision of students within the classroom: individual students, small or large groups
- Assist with supervision and duty coverage in other school activities such as assemblies, emergency drills, and supervised free time, field trips, etc.
- Provide support to the educational program of the assigned subject department
- Provide individual or small group learning support for students with language needs or other special educational needs
- Assist with the organization/management of curricular areas as directed by the assigned Department Leader
- Provide support in compiling and preparing instructional materials
- Monitor students during lunch, recess and drop off and pick up for the safety of students
- Develop rapport with students
- Provide positive self-concept/ role model for students
- Proctor exams at request of Division Leaders
- Assist in afterschool learning lab as requested
- Participate in Grade Level and subject Department meetings when appropriate

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- Substitute teaching for variety of subjects as requested

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***Other requirements:***

- Understand and exhibit good judgment in interpersonal and human relations with colleagues, students, parents and the community
- Understand and practice rules and regulations covering confidential and sensitive issues
- Observe Keystone Academy employment guidelines
- Participate in other duties as assigned by the Director of CSD

***Qualifications:***

Successful applicants should have:

- Bachelor's degree or equivalent
- Relevant experiences in a school setting and dealing with middle and high school- aged students
- Good communication skills both written and oral in English and Chinese
- Good interpersonal skills, including with teachers, students and parents

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- Understand and exhibit good judgment in interpersonal and human relations with colleagues, students, parents and community
- Understand and practice rules and regulations covering confidential and sensitive issues
- Observe Keystone Academy employment guidelines
- Participate in other duties as assigned by the Head of the Primary/Middle School

***Qualifications:***

Successful applicants should have:

- Bachelor degree or equivalent
- Relevant experiences in a school setting and dealing with young kids change to MS/HS students
- Good communication skills both written and oral
- Good interpersonal skills, including with teachers, students and parents
- Teaching Certificate
- Teaching experience at least 1 year
- Know something about all subjects
- Sense of humor
- Flexibility
- Adaptability
- Ability to show initiative