



Job Description for SCIS Learning Support Assistant Teacher

Responsibilities Overview:

The Learning Support Assistant Teacher is primarily responsible for assisting the Learning Support Department with supporting students' learning in the classroom. Additionally, the Learning Support Assistant Teacher must constantly ensure the safety and well-being of all students under their supervision at all times. It is expected that the Assistant Teacher will work collaboratively with the grade level or department teacher(s) to maintain an environment where student and teacher needs are met equitably. It should be further understood that although the list of responsibilities is multiple and varied, unexpected emergencies or circumstances may arise that require the Learning Support Assistant Teacher to perform other duties as assigned by the Principal or Head of School.

Qualifications:

- Bachelor's degree or equivalent university degree required, with teaching or clinical work experience preferred
- 3+ years of success working in a school setting with various student needs
- Proficiency with oral and written English is required

Assigned Duties:

1. Work with Learning Support students as identified by the Learning Support Coordinator to implement and support ILP plans.
2. Seek clarity from Learning Support teacher(s) on the ILP and identified strategies.
3. Communicate regularly with the Learning Support teacher(s) to update progress.
4. Maintain a daily communication log for identified students
5. Participate in and abide by the SCIS Child Safeguarding Policy
6. Attend regular meetings to learn differentiation techniques and strategies to implement with students.
7. Maintain strict confidentiality of all student records and teacher conversations.
8. Assist with the preparation of learning materials (i.e. photocopying, laminating, labeling, bulletin board set-up, supply ordering, material preparation, etc...).
9. Demonstrate knowledge of classroom content and pedagogy in order to assist with the teaching and student learning in the classroom.
10. Assist with providing differentiated learning experiences for students as directed by the teacher (i.e. working with individual students or small groups).
11. Understand and support the classroom procedures, routines and philosophy of management.
12. Demonstrate understanding and sensitivity to the academic, physical, social and emotional needs of the age group.
13. Assist with the development of a nurturing environment of respect and rapport in and outside of the classroom when working with students.
14. Actively show initiative and/or seek direction and help with regards to assisting with the teaching and learning in the classroom.



15. Actively show initiative and/or seek direction and help with regards to assisting with Lower School assemblies and special programs.
16. Interact respectfully with all SCIS community members and communicate with colleagues in a constructive, honest, and positive manner.
17. Regularly participate in assigned duty roster rotation before school, during morning and lunch recess, as well as during periodic afternoon recess times.
18. Regularly participate in the Lower School After School Activity Program (ASA) by offering various activities for students to participate in.
19. Closely monitor and interact with students while on the playground to ensure student safety and well-being. Report any incidents that may jeopardize student safety to the Homeroom Teacher or LS Principal.
18. Substitute, as needed, for Lower School classroom teachers as long as it does not impact scheduled time with students or teachers.
19. Enforce and ensure compliance with school regulations pertaining to security, safety and proper usage of school property.
20. Ensure compliance with all school policies and procedures as related to the job responsibilities of this position.
21. Meet with teachers to update current student records according to team documents (Student Success Team or the Learning Support Program). Maintain and update online student files for support faculty with current information.
22. Save and store digital copies of student files for departed students.

REPORTS TO: Director of Student Support

TERMS OF EMPLOYMENT:

The salary and work year will be established by the Board in accordance with local Chinese law and school policy.

EVALUATION:

This position will be evaluated by the Director of Student Support. Performance of this job will be evaluated on an annual basis in accordance with provisions of the Board's policy.