

## Learning Support Educational Assistant

**Organization:** American School Hong Kong, an Esol Education School

**Industry:** Education

**Start Date:** February 2022

**Reporting to:** Learning Support Department Head

### The Role

Reporting to the Learning Support Department Head, the position of Learning Support Educational Assistant will be responsible for supporting the Learning Support department with push-in or pull-out instructional support and playing an active role in students' educational, physical, and social development.

### Responsibilities

- Plan collaboratively with teachers in the development of curriculum units and lesson plans
- Support the teacher with instruction in the classroom
- Play an active role in students' educational, physical, and social development
- Observe and monitor students' performance and record relevant data to assess academic progress and provide feedback to teacher
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, and on field trips
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations in collaboration with the teacher
- Undertake administrative duties such as inputting student data; producing class lists and reports; record keeping, filing; collating material; and ordering supplies and equipment
- Attend team and staff meetings as requested

### Requirements

- University Diploma with certification in learning support or special education preferred
- Experience working with children in education or childcare / playgroup setting
- Excellent IT skills including Office applications and Google Apps
- A positive, caring, collaborative team player with strong communication skills and ability to multi-task and prioritize

### Salary & Benefits

We offer a competitive salary commensurate with experience and industry standard benefits package.

### **Application Procedure**

Submit all documents in a single PDF file and forward by email to: [jobs@ashk.edu.hk](mailto:jobs@ashk.edu.hk)

- Cover Letter
- Current CV
- Contact details of 3 professional referees

*Personal data collected will be used for recruitment purpose only. Please note that only short-listed candidates will be contacted.*

### **About ASHK**

Inaugurated in September 2016, American School Hong Kong (ASHK) was founded by Esol Education, selected by the Education Bureau of the Government of Hong Kong through a competitive bidding process. A non-profit, non-denominational school, ASHK offers an accredited American education delivered by North American teachers, guided by Esol Education's 40-plus years of educational expertise in establishing and operating premium K-12 international schools worldwide. Located in Tai Po in the New Territories, ASHK's holistic approach to education promotes a student's full intellectual, physical, moral and social development. A strong STEAM (Science, Technology, Engineering, Arts and Mathematics) focus is a key characteristic of the school, along with its Chinese Language program. Currently serving students from KG to Grade 11, ASHK will then evolve to a full-scale K-12 school, offering the International Baccalaureate (IB) Diploma Program (DP) in Grades 11 and 12, in addition to a US High School Diploma. ASHK is accredited by the Western Association of Schools and Colleges (WASC) and the Middle States Association of Schools and Colleges (MSA), two leading accrediting commissions for Schools in the United States. The spacious school site has undergone a full scale 80-million-dollar upgrade, with advanced laboratories and specialty rooms, along with an extensive sports and activities program, with an additional 20-million-dollar expansion planned for 21-22.

Esol Education's global network of ten international schools, serves thousands of families across the Middle East, Europe and East Asia. Esol Education's American schools are accredited by the Middle States Association of Colleges and Schools in the USA, and by the Council of International Schools in Europe. Esol Education graduates matriculate to leading universities, with recent graduates currently attending the world's top 50 schools including Harvard, Stanford, Oxford, Yale, MIT and Columbia University.