



International School of Indiana

TITLE Mandarin-Speaking Teaching Assistant

DEPARTMENT: Lower School

WORK LOCATION: International School of Indiana

POSITION STATUS: Full-Time

POSITION SUMMARY: The International School of Indiana is a private school with ~500 students from pre-school (age 3) through grade 12. The teaching assistant supports the lead teacher in the classroom. The assistant is responsible for the transition of students to and from the classroom, supervising recess and lunch, and helping with any activities in the classroom.

Required & preferred qualifications, skills, and experience:

- Experience with the Primary Years Programme or early childhood education
- Native speaker of Mandarin
- Fluent in English
- International outlook and demonstrated ability to communicate effectively with diverse population
- Strong interpersonal skills
- Minimum of Bachelor's degree in a relevant field

Responsibilities:

- Responsible for helping the lead teacher arrange classroom and keep it tidy
- Assisting young children going to the bathroom
- Supervise recess
- Support circle time and other instructional activities
- Assisting children with putting on gear for outdoor activities
- Participates fully in staff meetings and staff trainings
- Participates in school activities and celebrations
- Assisting with morning arrival and afternoon dismissal
- Create and execute both long and short range activities

APPLICATION: Please send letter of intent and resume to:
Mark Powers
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Indianapolis, IN 46208
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