



# ELEMENTARY SCHOOL INSTRUCTIONAL ASSISTANT



<https://www.aas.ru/about-us/employment>

*The Anglo-American School of Moscow only accepts resumes in English. Interviews and communications are conducted in English language. Fluent spoken and written English language (C1 or a C2 level) is a must.*

**TYPE OF JOB:** Full-Time

**ROLE LEVEL:** Non-managerial

**REPORTS TO:** Elementary School Principal(s)

## GENERAL DESCRIPTION

Instructional Assistants are considered part of a team working alongside teachers in the classroom. Each teacher has responsibility for the day-to-day supervision of the assistant designated to his or her classroom. The responsibilities of each Instructional Assistant varies depending upon the specific classroom context, grade level and on the requirements of the individual teacher. The particular talents and areas of expertise of individual Instructional Assistant should be developed to increase the effectiveness of student learning and to support excellent classroom practice.

Maintains the highest levels of confidentiality and establishes professional relationships with students, parents/guardians, staff, substitutes, and all AAS Community members.

Communicates effectively with proficiency in English.

Embraces the AAS Mission, Vision, and Core Values.

S/he promotes the School and the services provided by the School in all words, actions, and behaviors.

## QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree
- Prior experience working with children
- Speak, read and write in English fluently, according to the CREF standards, C1 or a C2 level, as determined by the external AAS testing provider
- Commitment to being an integral part of the AAS learning community
- Collegial and cooperative relationships with colleagues
- Demonstrated proficiency with common technology applications (Microsoft Suite, GSuite, Outlook, etc.) and ability to learn new technology and applications
- Legally residing and able to work in Moscow, Russia.
- Must be eligible to receive a security clearance certification (provided by AAS)

## PREFERRED QUALIFICATIONS

- Prior experience working with children
- Substitute experience
- Bilingual- Russian or other language(s)
- Certification, education and/or training in Education
- Certification in English as an Additional Language

## KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication and interpersonal skills
- Patience and flexibility

- Ability to de-escalate emotionally charged situations or conflicts
- Proactive and self-starter, takes initiative within the scope of the job role
- Adaptability and organization skills (frequent interruptions are the norm)
- A physical and mental capacity for constant activity, either routine or special projects
- Sensitivity to cultural diversity
- Performs other duties as assigned

## CORE DUTIES

- Work with students individually, in groups or as a class, particularly students with special needs. Responsibility may include: assisting with academic work, assisting with creative activities, developing fine/gross motor coordination, observing and reporting student progress to the teacher, supporting specialist teachers when necessary, assisting with classroom management
- Liaise with teachers to address student social and emotional needs including those related to snack and lunch, health, clothing, and general well-being
- May substitute for the teacher in his/her absence when required
- Supervise or assist students during the lunch period by encouraging proper table manners and coordination of logistics
- Supervise/assist students during regular recess times as well as during additionally scheduled duties
- Work with teachers to create a positive school environment that will emphasize: safety, a child-centered, caring atmosphere, a sense of order, and attractive displays of student work
- Assist students getting ready to go home by: finding backpacks, shoes, escorting students to parents, drivers, embassy buses etc.
- Assist teachers in preparing resources. This includes competent use of photocopier, computer, digital cameras, etc.
- Liaise with the Elementary School office regarding attendance, calls to parents, classroom resources and other aspects of student welfare and instruction
- Accompany students on field trips and excursions
- Other duties as assigned

## ADDITIONAL DUTIES FOR ASSISTANTS IN GRADES PREK (4 YEAR OLDS) – KINDERGARTEN (5 YEAR OLDS):

- Assistance with dressing and undressing children into outer wear, particularly from October - March
- Bending, sitting on the floor and stooping for long periods of time or frequently throughout the day

*The above statements are intended to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.*

