

# American School Foundation of Monterrey (Mexico)



The American School Foundation of Monterrey (ASFM) fosters open minds, caring hearts, and global leadership within the entire school community. ASFM serves a diverse population and prepares all students through an innovative, inclusive and intensive program focused on engaging and enabling students to achieve their individual potential in citizenship, academics, athletics, and the arts.

## Job Description

<b>Name of Position:</b>	Inclusion Learning Assistant at Middle School
<b>Reports to:</b>	Director of Learning Support Middle School
<b>Department / Section:</b>	Learning Support
<b>Department Mission:</b>	Support students in all academic areas of growth and wellbeing.

<b>Overview:</b>
The Inclusion Assistant will work alongside and collaborate with the homeroom teacher and teacher assistant in the classroom to provide academic, social, behavioral and emotional support to 1-2 students with learning differences/special needs with the goal for the students to become an independent learner. The Inclusion Assistant is an advocate for these students. He or she works with students to become more aware of peers, to build academic content knowledge and basic skills, and to support social skills and self-sufficiency.

<b>Impact:</b>
Provides information to valued stakeholders about individual student growth related to the success of her or his academics so as to perform to the established standards of the school.

<b>Minimum Qualifications:</b>
<ul style="list-style-type: none"><li>• Bachelor's Degree in education, psychology, special education or counseling</li><li>• Experience is desired by not necessary</li></ul>

<b>Preferred Qualifications:</b>
<ul style="list-style-type: none"><li>• Appropriate certification</li><li>• Completion or near completion of a bachelor's degree</li><li>• Two years of teaching experience within an elementary and/or primary school setting</li><li>• Experience with special education; inclusion, STEM education</li><li>• Experience with ELLs in an primary and/or elementary school setting</li><li>• Experience with a Response to Intervention framework</li></ul>

<b>Responsibilities:</b>
<ul style="list-style-type: none"><li>• be prepared and organized for class</li><li>• stay focused</li><li>• participate appropriately in class</li><li>• encouraging her/him to ask for help from teachers</li><li>• share special interests with the children</li><li>• respond appropriately to classmates in social situations</li><li>• display appropriate classroom behavior</li><li>• complete classroom activities when necessary</li><li>• achieve the goals stated in her/his IEP</li><li>• check for student understanding during lessons</li><li>• perform regular data collection for the <i>Student Success Team</i></li></ul>

*We believe in Open Minds, Caring Hearts and Global Leadership as essentials for a healthy and successful life.*

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- regularly update the homeroom teacher on student progress
- prepare any materials related to the IEP
- keep anecdotal notes of student growth, behavior, and over development.
- perform all other duties asked of teachers or assistants regarding duties and supervision

### Collaborate with:

Students, grade level peers, curriculum staff, administrative staff, support staff, parents

### Specific Knowledge:

The Inclusion Assistant should have an educational background in Special Education and/or Psychology in addition to experience working with elementary age students. It would be beneficial for this person to have content understanding of various learning differences, and emotional and/or behavioral disorders. A foundation of ASFM pedagogy and adopted programs will be necessary to support overall growth.

### Attributes of a Successful Candidate:

- empathetic
- patient
- collaborative
- flexible
- communicates effectively in both Spanish and English (orally and written)

### Resources Used:

- Knowledge of Individual Education Plan (IEP)
- Homeroom Teacher and Specialists daily plans
- Materials necessary for any child's individual needs
- All other resources available to staff members

**Procedures:** The Inclusion Assistant will follow the IEP of the specific student(s) within his/her care and support the student in all classroom activities where needed.

**Delivery of Services:** Considering that every child is unique, the approach and teaching methods and techniques used by the Inclusion Assistant will differ with each student.

**Learning Environment:** The Inclusion Assistant guides and supports student(s) to be successfully included into learning environments and to become as independent as possible. She/He will provide continuity in classes and instill responsibility, foster independence and encourage learning.

**Planning:** The Homeroom Teacher is responsible for planning the daily lessons. The Inclusion Assistant may be asked to attend planning sessions that include the Support Services Teacher. Separate planning sessions may be needed.

**Instruction:** The Inclusion Assistant will work with a student on a one-on-one basis implementing the accommodations and modifications specified in the student's IEP.

**Team Aspects:** The Inclusion Assistant will work collaboratively with the *Student Success Team* and the grade level team. Members include the Homeroom Teacher, Resource Teacher, one School Administrator, one Psychologist and the Inclusion Assistant.

**Communication:** The Inclusion Assistant will maintain ongoing communication with the Homeroom Teacher and the *Student Study Team* to meet all of the requirements within the IEP.