

CANADIAN 神 ACADEMY 戸

Job Description

Teaching Assistant

Last updated: March 2023

Position Summary

Teaching Assistants are expected to be fully aware of, and align their beliefs, values and educational practices with the Mission and Vision statements of Canadian Academy, as well as the CA Learning Principles, protocols, and programs that frame the conditions for learning. Learning Support Assistants are primarily responsible for the students on their caseload.

CA Mission & Values

All employees are expected to perform the duties of their employment conscientiously and in alignment with the School's Core Values, Mission, and Objectives.

Desired Qualifications:

- Experience working with students in a school environment
- Appropriate certification and training in the field of education
- Ability to collaborate effectively as well as build positive working relationships within the school community
- Ability to respond positively and with resilience to quick or unexpected changes in circumstances
- Ability to communicate effectively with leadership, faculty, parents and students

Roles and Responsibilities:

- To be a friendly, warm, and caring adult whose main duties are to ensure an emotionally and physically safe learning environment and support the children's development and learning in the classroom, playground and in the specialist classes.
- To primarily work with children in the classroom; supervise the cafeteria and the playground, as well as other duties as assigned.
- To work in assigned learning situations with small groups of children, supporting curricular themes, and overall language development. (Including English and the child's mother tongue)

- To familiarize themselves and use the behavior management strategies guided by CA and the classroom/specialist teacher.
- To access and familiarize themselves with all the information and communication regarding work expectations, events, and emergency protocols.
- To support the children's learning and growing through differentiating strategies guided by CA and the classroom/specialist teachers
- To work cooperatively with their classroom teachers and contribute to unit planning where appropriate.
- To support the specialist teachers by helping with classroom management and organization of the teaching material as appropriate.
- To act as interpreters for Elementary parent conferences and on field trips, if fluent in a language other than English.
- To attend Faculty Meetings and Professional Development Days as required.

Child Protection

It is the goal of the Canadian Academy to maintain a school environment for all students free from abuse. All Canadian Academy employees share a collective responsibility for the safety of Canadian Academy students. No Canadian Academy employee may engage in any activity constituting abuse.

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

General Terms & Conditions

- All employees of Canadian Academy are required to comply with the school's Code of Conduct and all other school policies.
- In keeping with Canadian Academy's commitment to lifelong learning, all employees are expected to embrace and participate in the school's professional learning program.
- This role also includes any duties other than those listed above which may reasonably be requested by the supervisor or the Headmaster.
- The School reserves the right to update this Job Description from time to time depending on evolving organizational needs.