

## Elementary Homeroom Educational Assistant

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

**Industry:** Education

**Location:** Hong Kong S.A.R

**Start Date:** August 1, 2023

### The Role

The position of Elementary Classroom Educational Assistant will be responsible for supporting teachers with instruction in the classroom 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 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.*

### **Overview of ASHK**

American School Hong Kong (ASHK) is a K - 12, non-profit, college preparatory school offering a holistic American education taught by qualified North American teachers who inspire, motivate and challenge students to achieve excellence.

ASHK is operated by Esol Education, a premium international education organization, with 40 years of expertise in establishing and operating international American schools worldwide. Currently, 11,000 students attend Esol's ten schools across three continents.

Similar to all other Esol schools, ASHK has gained accreditation from the Western Association of Schools and Colleges (WASC), The Middle States Association (MSA), and with the International Baccalaureate (IB).

At ASHK, our mantra is focused on high expectations of ourselves and high expectations for the students who enter our school community. The combination of a welcoming and safe environment, skilled and inspirational teachers, and supportive parents, makes for great learning and a rich, rewarding atmosphere. We are committed to building a learning community where care and respect for one another is of paramount importance. We are committed to providing a balanced and holistic program with equal emphasis on the intellectual, social, creative, and physical domains.

### **Curriculum**

English is the language of instruction and communication at the school. The US Common Core, Next Generation Science Standards, and other American and best practice international standards provide the framework for learning from KG to grade 12. Teachers integrate a 'STEAM' program in the elementary division. The International Baccalaureate Diploma Program (IB DP) was launched in August, 2021.

### **Our Mission**

To provide a challenging American and international education that empowers students to be independent critical thinkers and responsible global citizens who excel in their future studies and careers.

### **Our Vision**

To be widely recognized as a welcoming global community where creativity and innovation equip students with the knowledge, skills, and attitudes necessary to achieve their fullest potential.