



Shanghai Community International School

上海长宁国际外籍人员子女学校

Job Description

TITLE: Learning Support Assistant

REPORTS TO / EVALUATED BY: Principal and Director of Student Support Services

POSITION SUMMARY:

The Learning Support Assistant is primarily responsible for assisting Learning Support faculty with supporting students' learning. The Assistant Teacher will work collaboratively with grade level or content area teacher(s) to maintain an environment where student needs are met. Additionally, the Learning Support Assistant Teacher must always monitor for the physical safety and emotional well-being of all students under their supervision.

MAJOR RESPONSIBILITIES AND DUTIES:

- Work with Learning Support students individually and in small groups as identified by the Learning Support faculty to implement and support Individual Learning Plans (ILPs)
- Implement strategies identified by Learning Support faculty
- Communicate regularly with the Learning Support faculty to update student progress
- Actively show initiative and/or seek direction and help with regards to assisting with the teaching and learning in the classroom.
- Attend regular meetings to learn differentiation techniques and strategies to implement with students
- Assist with the preparation of learning materials (i.e., photocopying, laminating, labeling, bulletin board set-up, supply ordering, material preparation, etc).
- Assist with providing differentiated learning experiences for students as directed by the teacher
- Regularly participate in assigned duty roster rotation and provide student supervision as assigned, including closely monitoring and interacting with students to ensure student safety and well-being.
- Regularly participate in the After School Activity Program (ASA) by offering various activities or supervision for students.
- Upper School: Attend and supervise overnight events including China Go! trips for Upper School students

ADDITIONAL EXPECTATIONS:

- Demonstrate knowledge of classroom content and pedagogy in order to assist with the teaching and student learning in the classroom.
- Maintain strict confidentiality of all student records and teacher conversations
- Understand and support the classroom procedures, routines and philosophy of the school
- Demonstrate understanding and sensitivity to the academic, physical, social



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and emotional needs of the age group

- Assist with the development of a nurturing environment of respect and rapport in and outside of the classroom when working with students.
- Interact respectfully with all SCIS community members and communicate with colleagues in a constructive, honest, and positive manner.
- Enforce and ensure compliance with school regulations pertaining to security, safety and proper usage of school property.
- Comply with all school policies and procedures as related to the job responsibilities of this position.

Qualification:

- Bachelor's degree or equivalent university degree required, with teaching or clinical work experience preferred
- 3+ years of success working in a school setting with learner variability
- Proficiency with oral and written English is required

SCIS Believes:

- That each employee makes a significant contribution to our success ,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SCIS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.