



American School of Brasilia

Learners Inspiring Learners

POSITION: One on One Assistant - Upper School (Temporary Position)
CLASS: Upper School
REPORTS TO: US Learning Specialist Teacher and Upper School Principals
WORK LOCATION: EAB Campus

Purpose:

The One on One Assistant and will be supervised by the US Learning Specialist Teacher.

Terms of Employment: This is a **short-term contract**. This position is for the 2024-2025 school year and will be effective from **July 29, 2024 to June 6, 2025**.

Hours: work week between the hours of **7:45 am and 4:45 pm**

Preferred Qualifications and Experiences:

- Must be fluent in English;
- Knowledge of and experience with specific best practice approaches for students with learning disabilities;
- College graduate preferred;
- Excellent organizational and time management skills;
- Demonstrated ability to work in a team;
- Outstanding interpersonal skills.

Overview of Responsibilities:

- Models and supports the EAB Mission, Vision, Values and Beliefs;
- Uses English as the primary language when interacting with students;
- Collaborates with teachers on a regular basis to assist in evaluating students progress and/or implementing SSP goals;
- Adapts classroom activities, assignments and/or materials under the direction of the teacher to provide an opportunity for the students to participate in classroom activities;
- Implements intervention strategies and supports (visual aids, prompting strategies, reinforcement systems, communication tools, organizational systems, etc.) to address student goals;
- Documents student progress or behavioral observations using objective measures and records data as planned by the team;
- When required, implements behavioral plans designed by the Student Support Team (SST) to meet special education students' needs and provide a consistent environment;
- Implements strategies to maximize practice opportunities for social and communication skills and emotional regulation to promote short and long-term independence for students with health/emotional disabilities;
- Maintains instructional materials and/or student files/records (e.g. adapting instructional materials);
- Accepts feedback from teachers and related service providers to ensure accurate and consistent implementation of educational techniques or strategies;
- Communicates and collaborates to foster a positive learning environment;
- Effectively communicates with adults and students;
- Attends meetings and in-service presentations;
- Performs other related duties, as assigned, to ensure the efficient and effective functioning of the work unit.
- Other related responsibilities as determined by the US Learning Specialist Teacher.



American School of Brasilia

Learners Inspiring Learners

Builds Positive Interpersonal Relationships:

- Promotes positive interactions among students, parents, faculty and staff who have differing cultural, linguistic, and national backgrounds.
- Fosters a sense of identity and pride in EAB among students, parents, faculty, and colleagues.
- Maintains an open attitude toward new ideas.
- Collaborates with a wide range of divisional and school wide teams.

Ongoing Professional Growth:

- Continues to acquire new learning and reflects new learning and practice.
- Shares in opportunities for in-service and workshop offerings.
- Shares knowledge with other colleagues.
- Sets goals for professional development, takes advantage of professional development opportunities, and demonstrates current best practice in the field of education.

Responsibilities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.