



# American School of Brasilia

Learners Inspiring Learners

**POSITION:** Temporary Teaching Assistant in the Lower School  
**CLASS:** Lower School Division  
**REPORTS TO:** Assistant Principal and LS Principal  
**WORK LOCATION:** EAB Campus

## **PURPOSE**

To assist the Lower School with daily instructional needs

## **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**

- Fluent in written and spoken English
- College graduate preferred
- Demonstrated success working with children in an instructional setting.
- Have strong technological skills

## **DUTIES AND RESPONSIBILITIES**

- Models and supports the EAB Mission, Vision, Values and Beliefs.
- Uses English as the primary language when interacting with students.
- Assists in the planning, delivery and assessment of instruction.
- Clarifies assigned duties with the classroom teachers in order to coordinate instructional efforts.
- Teaches individuals and small groups on a wide range of subjects.
- Observes, documents and discusses student learning with the classroom teacher.
- Supervises students in and out of the classrooms.
- Supports service learning and environmental stewardship initiatives.
- Attends staff meetings and serves on committees as required.
- Assists with whole school or grade level special events such as celebrations, assemblies & exhibitions when needed.
- Assists in the care and security of school equipment and materials.
- Notifies facilities/administration of potential safety hazards.
- Prepares lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Assists with websites, permission slips and other communications.
- Supports students with the integration of technology
- Takes class attendance, and maintains attendance records.
- Collects and safeguards money from students for school-related projects.
- Plans, prepares, and develops various teaching aids.
- Distributes teaching materials to students.
- Organizes and supervises games and other recreational activities to promote physical, mental, and social development.
- Actively adheres to Child Protection practices.
- Provides extra assistance to students with special needs.
- Empowers students to take responsibility for their own actions.
- Perceives subtle nuances, patterns and details of their experiences with young children. Is observant of, and strives to meet, individual student's needs.
- Looks for opportunities to take initiative and is willing to be flexible.
- Maintains confidentiality.
- Responsible for supervision duties as assigned
- Any other duties as required by the Administration or Teacher.



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## **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.

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.