American School Foundation of MONTERREY

Job Description

Job Position Title / Name:	Educational Assistant
Area / Building:	ELEM
Reports to:	Dean of Students
Position Code:	For HR Purposes only.

Position Overview:	The Educational Assistant supports teachers and students by contributing to a positive, inclusive, and engaging learning environment. This position assists in implementing classroom activities, providing individualized or small-group academic support, and promoting students' social and emotional development. The Educational Assistant works under the direction and supervision of a homeroom teacher and collaborates closely with colleagues to ensure high-quality learning experiences that reflect ASFM's mission and values.

Key Responsibilities:	• Assist teachers in preparing instructional materials, organizing classroom resources, and maintaining an effective learning environment. • Support students individually or in small groups to reinforce learning objectives and develop key academic and social-emotional skills. • Supervise students during classroom transitions, recess, lunch, field trips, and other school activities to ensure safety and well-being. • Provide additional support to students with learning differences or specific educational needs, following teacher or specialist guidance. • Assist with the integration and use of educational technology and learning tools in the classroom. • Contribute to a respectful and positive classroom climate that encourages student engagement and collaboration. • Communicate effectively with teachers, students, and parents when appropriate, maintaining confidentiality at all times. • Participate in professional development opportunities, team meetings, and school events as required. • Support the implementation of ASFM's educational philosophy, behavior expectations, and inclusion practices.

Interacts and/or collaborates with:	**Internal:** • Classroom Teachers and Specialists • Grade-Level or Department Teams • Learning Support Services (Counselors, Educational Psychologists, Learning Specialists) • School Leadership (Assistant Principals, Principals) • Students and Parents **External:** • Educational service providers or specialists (as approved by ASFM) • External training facilitators or consultants

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Job Profile:	**Highest Level of Education:** • Bachelor's degree in Education, Psychology, Child Development, or a related field (preferred). • Associate's degree or relevant certification in education or child support (minimum requirement). **Experience:** • 1–3 years of experience working in a school or educational setting, preferably in an international or bilingual environment. **Knowledge and Skills:** • Understanding of child development and age-appropriate learning strategies. • Ability to assist in the delivery of instructional and behavioral support plans. • Proficiency with digital tools and learning technologies used in classrooms. • Strong interpersonal, communication, and teamwork skills. • English fluency required; Spanish proficiency preferred. **Key Competencies:** • Empathy and patience when supporting diverse learners. • Reliability, professionalism, and adaptability in dynamic school settings. • Commitment to student safety, inclusion, and well-being. • Collaborative and proactive attitude toward teacher and team support. • Discretion and respect for confidentiality. **Certifications or Credentials:** • Educational Assistant or Teaching Assistant certification (desirable). • First Aid/CPR certification (desirable). • Participation in child protection and safeguarding training (required upon employment).

Work environment and conditions:	• Full-time position aligned with the school calendar. • Based in classroom or learning support environments within the assigned division (Elementary, Middle, or High School). • Regular school hours, with occasional after-school or event participation. • Physically active role requiring mobility around classrooms and school grounds.