



Canadian International School of Hong Kong 香港加拿大國際學校

LOWER SCHOOL EDUCATIONAL ASSISTANT (EA)

JOB DESCRIPTION

Position/Title: Lower School Educational Assistant (English)

Period of appointment: The length of an Educational Assistant contract term is one school year. Positions are opened annually for application and selection.

Working closely with the classroom teachers and answering directly to the Lower School Principal, Lower School Educational Assistants are responsible for supporting the classroom teacher to meet the academic and pastoral needs of the students.

Required

- Fluent in written and spoken English.
- KQT or equivalent / higher qualification for Early Years Educational Assistant positions
- Excellent interpersonal and organizational skills.
- Applicants must be a permanent resident of Hong Kong or possess a valid visa to work in Hong Kong.
- Competent in Microsoft Office and basic video editing software for student celebration videos.
- Professional, personable, organized, and reliable under pressure
- Student-focused and flexible.
- Punctual, dependable, proactive and responsive to departmental feedback and decisions.

Desired:

- Current or recent experience working with children in an educational, child care or special education setting
- Relevant teaching qualifications.
- Fluency in Mandarin and/or Cantonese.

Teaching Support

- Provide active learning & behavioural support in classrooms and assist students as needed.
- Communicate to HR teacher(s) and/or EA(s) regarding learning or behavioural incidents/needs of students on a regular basis.
- Lead or cover classes when requested.
- Support events, field trips and events before and after school as needed.

Administrative Support

- Prepare and distribute classroom materials and resources.

- Manage distribution and collection of educational resources, maintaining up-to-date records.
- Assist with recording and organizing assessment audio/video content
- Coordinate supply orders through the Purchasing Portal and liaise with vendors.
- Support organisation of events, field trips and camps.
- Assist with photocopying, filing, displays, printing, binding, scanning, sourcing of classroom materials, and petty cash/ordering.

Initiative

- Proactively identify and implement ways to enhance classroom spaces, in consultation with teachers.
- Anticipate teacher and departmental needs.
- Work efficiently to minimize time away from core teaching & learning tasks.
- Proactively seek guidance and training to build skills as needed.
- Explore opportunities for professional growth beyond basic required duties.

If you would like to apply, please send a cover letter, a resume, expected salary, the names and contact details of three references by email to jobs@cdnis.edu.hk

Candidates should note, however, that in the event of outstanding applicants being identified early for the above position, CDNIS reserves the right to make an appointment before the closing date. For this reason, it is important that interested candidates apply as soon as possible.