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

Job Description

Job Title:	Upper School Educational Assistant (Grades 9-12 Academics)
Department / Location of Work:	Upper School
Title of Immediate Supervisor:	Acting Upper School Co-Principal and/or Upper School Vice Principal (Academics)
Liaises with:	Head of the Student Success Department
Ref No:	JD-

Summary

Reporting to the Acting Upper School Co-Principal and/or Upper School Vice Principal (Academics) and working closely with the Head of the Student Success Department, this Upper School EA position provides key support for major programmes and outcomes in the Upper School. This includes accommodations provisions, missed tests, Ontario Ministry of Education submissions, major school-wide assessments such as EQAO and MAP testing, as well as managing other communications and administrative tasks in the Upper School.

Duties and Responsibilities

A. Accommodation and Missed Test Supervision

- Manage the High School Accommodations Room including:
  - collecting and collating weekly accommodations requests and materials;
  - organizing a daily schedule around these requests;
  - preparing materials for each day's accommodations tasks (including laptop setup and testing);
  - providing invigilation and supervision;
  - communicating and coordinating the completed tasks with the responsible teacher(s) and/or students;
  - maintain a quiet, organized, and well-prepared testing environment.
- Provide support for IB World Exams as needed.
- Supervise and invigilate missed tests.

B. Student Support

- Foster a supportive and respectful environment for students receiving accommodations.
- Handle student needs confidentiality, sensitivity, and professionalism.
- Communicate any relevant concerns to the appropriate staff member.

C. Upper School Academic and Administrative Support

- Arrange materials for annual Ministry of Ontario inspection, including Course of Study documents as well as all other required materials, organized in the required format and structure expected by the Ministry.
- Assist in the preparation and execution of various assessments, including:
    - EQAO (Ontario Secondary School Literacy Test (OSSLT));
    - MAP (G9-G10) testing session(s);
    - G9-G11 OSSD final exams, the G10 final Math exam in January, and the G12 OSSD final exams.
- Arrange the production of Awards & Certificates.
- Provide supervision of student areas as assigned.
- Any other administrative tasks assigned by the Acting Co-Principal of the Upper School and/or the Upper School Vice Principal (Academics), or the Head of the Student Success Department.

Required Qualifications and Experience

- Bachelor's Degree (Bachelor of Education degree preferred).
- Strong organizational, communication, and administrative skills, including record keeping, scheduling, and proven experience with Microsoft Office.
- Excellent communication, interpersonal, and problem-solving skills with the ability to work collaboratively with diverse stakeholders.
- Ability to meet tight timelines.
- Fast learner, with a strong desire for continuous improvement.
- Demonstrated ability to manage multiple projects.
- Fluency in English, with proficiency in Cantonese and Mandarin preferred.

Prepared by: Acting Upper School Co-Principal

In consultation with Head of the Student Success Department

Date: March 31, 2026