



International School of Kenya

Empowering students to create solutions for tomorrow's challenges

ISK JOB DESCRIPTION / RECRUITMENT PROFILE Elementary School CAD Teaching Assistant

Mission: *ISK inspires and nurtures passion, creativity and ambition in pursuit of a better world.*

Vision: *Empowering students to create solutions for tomorrow's challenges*

Reports To: Art or Music Teacher

Scope of Responsibilities:

All ISK teaching assistants thrive on learning and professional growth. They are team-oriented, ensuring the success of each student through the ISK Mission, Vision, Educational Aims, and Values. Teaching assistants work in close collaboration with faculty, students, families, and the community to build trust and support experiential, integrated, and personalized learning. They nurture, inspire, and empower students to develop competencies, skills, and dispositions to actively learn, create, solve, and engage in our world. All ISK teaching assistants facilitate learning environments that promote belonging, inclusion, equity, justice, and well-being for all learners. ISK strives to employ a globally minded and diverse staff attentive to safeguarding and child protection.

Responsibilities as related to the ISK Educational Aims:

Collaborator

- Participate in collaborative planning and professional meetings.
- Support instruction by working with individuals or small groups in art and/or music classes using techniques modeled by the teacher.
- Support exhibitions, rehearsals, performances, and showcases.
- Substitute for the teacher as per the Teaching Assistants' Specific Handbook Supplement.

Communicator

- Communicate regularly with the supervising teacher(s) regarding student learning.
- Reinforce behavioral and social expectations using aligned, restorative language.
- Support student safety, wellbeing, participation, and transitions to and from specials classes alongside other classroom routines.
- Contribute to the documentation of student learning.

Thinker

- Apply creative problem-solving to classroom and logistical challenges.
- Contribute ideas to enhance the art and music programs and learning environments.

Self-Manager

- Prepare and maintain classroom spaces and materials, ensuring cleanliness and safety.
- Support student supervision as assigned, maintaining a safe and positive environment.
- Maintain inventory of materials, instruments, equipment, and supplies.
- Perform clerical tasks, including photocopying, organizing resources, and preparing lesson materials.

Change-Maker

- Support the school's co-curricular and intercultural activities where appropriate.
- Engage in ongoing professional growth and reflection, seeking feedback from the teacher.
- Take initiative and contribute to the growth of the arts program.

*Perform other duties as reasonably assigned by supervising faculty or elementary administration.

Required Qualifications, Skills and Qualities:

Specific subject strengths (Art or Music) will be considered based on departmental needs.

I. Educational and Foundational Requirements:

- Diploma or Degree in Education, Art Education, Music Education, or a related field
- Minimum 2 years of relevant experience working with students and collaborating with teachers
- Fluent English speaker with proficient reading, writing, and communication skills

II. Visual Arts Specific Skills:

- Working knowledge of diverse visual arts media, techniques, and studio materials.
- Experience in the preparation and technical maintenance of specialized art equipment (e.g., kilns, printing presses, or digital media tools).

III. Music Specific Skills:

- Piano proficiency and ability to accompany ensembles
- Ability to read and interpret music for multiple instruments

IV. Professional Dispositions:

- Student-centered approach and commitment to inclusive learning environments
- Familiarity with technology and online applications
- Strong organizational skills and attention to detail
- Ability to manage materials and maintain an orderly, safe workspace
- Familiarity with the ISK curriculum and art program (or willingness to learn)
- Professional and ethical approach to work
- Commitment to collaborative planning
- Flexible and adaptable in a dynamic work environment
- Commitment to continuous personal and professional growth
- Commitment to ISK Mission, Vision, and Educational Aims

ISK's Mission, Vision & Educational Aims



MISSION ISK inspires and nurtures passion, creativity & ambition in pursuit of a better world.

VISION

EMPOWERING students to create solutions for tomorrow's challenges.

LEARNING at ISK

At ISK, learning is the construction of meaning. We construct meaning through inquiry-based experiences that transcend disciplines.

These active roles prepare all ISK learners to achieve our vision to empower students to create solutions to tomorrow's challenges.



Self-Manager

As a self-manager, I am responsible for my actions. I reflect on my learning and set goals to continue to grow. I take initiative and persevere to overcome challenges. I am aware of my needs and the needs of others.



Thinker

As a thinker, I identify problems and find creative solutions. I am curious and pose questions in ways that open up thinking and create new possibilities. I analyze and evaluate information to design and develop solutions and opportunities. I make claims and support them with evidence and reasoning. I deepen my understanding by considering different viewpoints.



Collaborator

As a collaborator, I actively listen to understand the ideas of others. I contribute by asking questions and building on the ideas of others. I ensure that all voices are heard and valued by encouraging others and sometimes compromising as we build on our strengths. I am respectful of others' opinions and form positive relationships as a community member in order to achieve a common goal.



Change-maker

As a change-maker, I use my skills and understandings to make a positive difference. I am interested in working on real-world problems and being helpful locally and globally. By being aware of my culture and other cultures, I better understand issues from many points of view. I try to make principled decisions in my everyday life and advocate for a just and equitable future.



Communicator

As a communicator, I express ideas and information clearly, confidently, and appropriately. I listen and show respect when others are speaking. I express my true self and understand that my words impact others. I support and provide space for those whose voices and identities may not be heard.