



**Lower School Visual Arts Educational Assistant
(EA) Bilingual Programme**

Required

- Confident in communicating in written and spoken English.
- Functional in Chinese, desirable, but not necessary.
- Proficient at appropriate levels in Microsoft and Adobe Suite/Canva Applications to help showcase student work.
- Knowledgeable in Visual Arts: Understanding of art making processes and techniques as well as knowledge of the elements of art and principles of design.
- Knowledgeable of art materials and ability to resource needed tools and materials.
- Personable; able to work to tight deadlines under pressure while maintaining a stress-free environment for students; goes above and beyond, assertive and intuitive in a classroom; resourceful, creative, flexible, friendly and student focused.
- Available during and after school for shows/events and setup when needed.
- Passionate about Visual Arts with appropriate level of self-initiative.
- Adept physically (lifting heavy boxes above head onto shelves, using ladder to hang displays, etc.)

Teaching Support

- Punctual and fully present in the assigned classroom to provide learning support and technical art help to students.
- Proficient with photocopying/filing and preparing learning material for classes as directed by VA teacher.
- Capable of leading and supervising classes when teachers need supply cover
- Effective at assisting students in art making processes as well as art analysis and research during class.
- Familiar with the PYP framework and be able to assist students using expected pedagogical practices.
- Available during lunch on occasion to supervise students who need extra time finishing a project when teacher is not available.
- Capable of sourcing art materials and tools throughout the year when needed; providing a list of options for supplies and costs to present to teacher in a timely, self-guided manner.

Ongoing Tasks

- Maintain organized art supply cabinets.
- Order supplies when needed.
- Photograph, scan and organize student work (for social media, yearbooks, school publications, etc.)
- Set up any equipment/special requirements for the visual art classes.
- Wash art supplies/equipment and keep sink areas organized and tidy.



Exhibitions and Special Events

- Assist with organizing field trips including: venue communication, field trip forms, folios for payment, bus organization, permission slips as needed.
- Assist with logistics and special events as they arise.

Special Notes

- At times, Vice Principals, Learning Leaders, and/or the Director of Visual and Performing Arts may ask for Visual Arts EAs to share tasks and responsibilities.
- These tasks and responsibilities are only to be shared if directed by Vice Principals, Learning Leaders or the Director of Visual and Performing Arts.

Mandatory Pre-Employment Requirements

- Must pass a standard pre-employment health screening.
- Must pass a Sexual Records Conviction check conducted by the HK Police Department.
- Authorization to contact references and previous employers.

Additional considerations

Primary work location is the campus site within the Nam Long Shan campus. Workday is currently designated from 7:20am to 3:20pm, Monday-Friday per annual academic calendar with occasionally pre-scheduled obligations beyond the designated work day.

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