

## Music Educational Assistant

**Organization:** American School Hong Kong, an Esol Education School

**Industry:** Education

**Start Date:** August 2026

### The Role

Reporting to the Head of Music, the position of **Music Educational Assistant** will be responsible for supporting the Music department with instructional support and playing an active role in students' educational, physical, and social development.

### Responsibilities

- Plan collaboratively with teachers in the development of curriculum units and lesson plans
- Support the teacher with instruction in the classroom including, but not limited to: running small group sectionals, sitting in and playing with students in Middle School Band, demonstrating concepts to students as a model.
- Play an active role in students' educational, physical, and social development
- Observe and monitor students' performance and record relevant data to assess academic progress and provide feedback to teacher
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, and on field trips
- Help plan and support extracurricular school music events including, but not limited to: On campus concerts, local festivals, masterclasses and workshops.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations in collaboration with the teacher
- Undertake administrative duties such as inputting student data; producing class lists and reports; record keeping, filing; collating material; and ordering supplies and equipment
- Attend team and staff meetings as requested

### Requirements

- University Diploma preferred
- Must be proficient in at least one woodwind and/or brass instrument (multiple preferred)
- Must be fluent in reading and writing in standard musical notation
- Experience in music software (sibelius, logic, ableton, etc.) preferred
- Experience in Concert Band and/or Jazz Ensemble required
- Experience working with children in private or group music education settings
- Excellent IT skills including Office applications and Google Suite
- A positive, caring, collaborative team player with strong communication skills and ability to multi-task and prioritize

### Salary & Benefits

We offer a competitive salary commensurate with experience and industry standard benefits package.

### **Application Procedure**

Submit all documents in a single PDF file and forward by email to: [jobs@ashk.edu.hk](mailto:jobs@ashk.edu.hk)

- Cover Letter
- Current CV
- Link to video of applicant playing a musical instrument
- Copies of music examination diplomas / relevant training
- Contact details of 3 professional referees

*Personal data collected will be used for recruitment purpose only. Please note that only short-listed candidates will be contacted.*

### **Overview of ASHK**

American School Hong Kong (ASHK) is a K - 12, non-profit, college preparatory school offering a holistic American education taught by qualified North American teachers who inspire, motivate and challenge students to achieve excellence.

ASHK is operated by Esol Education, a premium international education organization, with 45 years of expertise in establishing and operating international American schools worldwide. Currently, 11,000 students attend Esol's ten schools across three continents.

Similar to all other Esol schools, ASHK has gained accreditation from the Western Association of Schools and Colleges (WASC), The Middle States Association (MSA), and with the International Baccalaureate (IB).

At ASHK, our mantra is focused on high expectations of ourselves and high expectations for the students who enter our school community. The combination of a welcoming and safe environment, skilled and inspirational teachers, and supportive parents, makes for great learning and a rich, rewarding atmosphere. We are committed to building a learning community where care and respect for one another is of paramount importance. We are committed to providing a balanced and holistic program with equal emphasis on the intellectual, social, creative, and physical domains.

### **Curriculum**

English is the language of instruction and communication at the school. The US Common Core, Next Generation Science Standards, and other American and best practice international standards provide the framework for learning from KG to grade 12. Teachers integrate a 'STEAM' program in the elementary division. The International Baccalaureate Diploma Program (IB DP) was launched in August, 2021.

### **Our Mission:**

To provide a balanced K-12 education within an inclusive community, through a challenging American and IB program, enhanced by a strong Chinese program. We empower students to own their learning, think critically, collaborate effectively, and grow as respectful, compassionate global citizens.

### **Our Vision:**

To be a world-class school nurturing resilient lifelong learners who lead with integrity, purpose and global-mindedness, and thrive in an ever-changing world.