HS OLS Classroom Assistant (Learning Support)

Assistente de Classe

Department Departamento	Optimal Learning Service Team - Student Support Services
Immediate Superior Superior Imediato	Divisional Principal or Associate Principal
Direct Operational Guidance	OLS Case Manager / OLS Teacher

Primary Purpose of the Position Principal propósito da Vaga	Graded's Optimal Learning Services (OLS) team plays a central role in supporting students with diverse learning profiles. Guided by the statement, "We promote access to learning to foster student success and value neurodiversity and belonging for all," OLS embraces the principle that every student deserves equitable access to a rigorous and supportive learning environment. The OLS Classroom Assistant provides targeted instructional support to neurodivergent students within Graded's Multi-Tiered System of Supports (MTSS) framework. Working under the direct guidance and leadership of OLS teachers and case managers, the Classroom Assistant helps implement individual Student Support Plans (SSPs) and Accommodation Plans (APs), facilitates access to the curriculum without fostering over-dependency, and gathers essential progress data.

Principle Duties and Responsibilities Principais Funções e Responsabilidades	**1. Instructional Support & Accommodation Implementation** • Implement assigned instructional strategies and accommodations aligned with students' Student Support Plans (SSPs) and Accommodation Plans (APs) across classroom settings.

	● Deliver learning support through direct push-in classroom assistance and targeted pull-out interventions to meet the individualized goals of students with diverse learning needs. ● Provide appropriate guidance, scaffolding, and prompt fading to ensure students access learning without creating unnecessary adult dependency or "doing the work" for them. ● Adapt classroom activities, assignments, and instructional materials under the direct guidance of the OLS case manager or classroom teacher. ● Administer and proctor assessments for students receiving testing accommodations or modifications. ● Facilitate small group learning or alternative classroom groupings to allow teachers to conduct targeted interventions. Under case manager guidance, assist with pull-out or Tier 1/Tier 2 targeted skill reinforcement. **2. Collaboration** ● Follow the daily direction, instructional leadership, and scheduling established by the assigned OLS teacher/ case manager. ● Meet regularly with OLS case managers and collaborate closely with homeroom and subject-area teachers to plan support routines and review student progress. ● Collect evidence, observations, and assessment data on student progress to inform SSP/AP updates, and SST discussions. ● Attend and contribute observational insights to Student Support Team (SST), SSP/AP, and multi-disciplinary case meetings as requested. **3. Professional Conduct and Confidentiality** ● Maintain absolute confidentiality regarding student records, diagnoses, family information, and school matters at all times, adhering strictly to school policies and Brazil's LGPD guidelines.

	● Use only official, school-approved communication channels for all professional interactions. ● Actively participate in professional development and skill-building opportunities provided by the school to enhance specialized support practices.

Certifications and Education Certificados e Diplomas	**Required** / Necessários
	● Degree or equivalent; relevant coursework or experience in education, child development, or special needs.
	Desired / Desejáveis
	● Bachelor's degree in Special Education, Pedagogy, Psychology, or a related field.

Experience Experiência	**Required** / Necessários
	● Demonstrated experience working with children or adolescents in an educational or structured learning environment.
	Desired / Desejáveis
	● Previous experience in learning support, special education, or international/multicultural school settings.

Knowledge, Skills and abilities Conhecimentos e Habilidades	**Required** / Necessários
	● Fluency in both English (spoken and written). ● Ability to accurately track, record, and organize objective student progress data and behavioral observations under the direction of the case manager. ● Knowledge of strategies to support student access to the curriculum while intentionally fading adult support to build independence. ● Practical understanding of classroom accommodations (e.g., visual schedules, chunked instructions, extended time) and how to apply them across subject areas.
	Desired / Desejáveis

	• Knowledge of evidence-based strategies for supporting neurodivergent learners, including those with learning differences, executive functioning challenges, or social-communication needs. • Proficiency in digital platforms (e.g., Google Workspace, PowerSchool, Toddle) and familiar with assistive technology (e.g., speech-to-text, audiobooks, accessibility tools) • Understanding of basic co-regulation techniques to support students experiencing emotional or sensory overload in classroom settings.

Personal Attributes Características Pessoais	**Required** / Necessários
	• Ability to communicate clearly, to be flexible, to adapt to change, work independently, manage academic content (with support/supervision), positive attitude, growth mindset, organized, learn quickly. • Ability to build trust, show empathy, practice patience, and promote student autonomy. • Excellent interpersonal skills with the ability to take initiative, communicate assertively, and receive constructive feedback • High degree of flexibility, quick learner, strong organizational habits, and ability to manage academic content under supervision.
	Desired / Desejáveis
	• Actively engages in reflection on classroom practices, seeking professional development, and welcoming constructive feedback.