



**THE AMERICAN SCHOOL**  
Developing Academic Excellence and Strength of Character

## JOB DESCRIPTION

1. JOB DETAILS:	
Job Title:	Assistant Teacher
Reports to:	Assigned International Classroom Teacher
School:	The American School (TAS)
Function:	Supporting ECC & Primary Teachers
Grade:	ECC – Grade 5

2. JOB PURPOSE:
Assist classroom teachers in planning and implementing learning experiences within a safe and healthy learning environment.

3. KEY ACCOUNTABILITIES:
Description
<b>Interacting with Children</b> <ul style="list-style-type: none"><li>Support student behavior by using appropriate language and modelling positive behavior</li><li>Assist in instructing and supervising children during classroom activities</li><li>Supervise students outside the class (Ex: attending the nurse, using the washroom, etc...)</li><li>Monitor children to ensure safety at all times, and report issues and/or concerns</li><li>Assess children and make anecdotal notes about children's assessment/growth</li><li>Assisting on field trips and other school initiatives where your support is needed</li></ul>
<b>Assist the Classroom Teacher</b> <ul style="list-style-type: none"><li>Support teachers to develop age appropriate activities for lesson plans</li><li>Assist the teacher in incorporating required activities into lesson plans that support children's development</li><li>Support class teacher in preparing class projects and educational centers</li></ul>
<b>Communicate with Parents</b> <ul style="list-style-type: none"><li>Maintain open communication with parents by scheduling meetings for teachers</li><li>Help with resolving parent concerns and issues in a pro-active timely fashion</li><li>Help to support parents to understand and abide by school policies and procedures</li></ul>

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**Classroom Maintenance**

- Help to maintain a clean and organized learning environment
- Ensure that cleaning staff properly sanitizes all surfaces, equipment, and classroom toys
- Maintain a quality room arrangement in compliance with curriculum standards
- Routinely check classroom equipment and materials to ensure they are always clean and safe for children to use
- Ensure all students have the necessary/expected resources

**Documentation**

- Design and complete bulletin boards within classrooms and hallways
- Maintain up to date and accurate data, folders, and portfolios for students
- Maintain classroom supply lists and inventory & any other documentation required

**Administration**

- Work closely with operations team to support with school operations related to health and safety, transport arrangement, uniform and book distribution, etc...
- Support with school events in making arrangements, organizing students and directing parents, etc...
- To be well versed with school policies/procedures and to use your discretion as needed

**Student Management**

- Adapt to each student's special medical, physical, communicative, and emotional needs
- Manage student behavior and report student behavioral issues to the appropriate supporting team member/counselor/administrator

**Miscellaneous**

- Attending to any additional tasks as required by the Class Teacher and/or Division
- Extra Hours of work may be necessary throughout the year during times of necessity
- Any other duties as assigned but not limited to the responsibilities mentioned above
- Assist in translation for parent meetings (ECC, Primary, & Middle-High School)

**4. COMMUNICATIONS & WORKING RELATIONSHIPS:**

**Internal:**

*Principal, HODs, Academic Support Staff  
Grade Level Leaders  
Teachers  
Students*

**External:**

*Parents  
Visitors & Guests*

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## 5. QUALIFICATIONS, EXPERIENCE & SKILLS:

### Key Performance Indicators (KPIs) – Measurable

- Teachers and Supervisor Feedback
- Evaluation by HOD & Division Principal

### Expected Qualifications:

Bachelor Degree

### Desirable:

Master Degree

2 Year of experience working at similar position

### Skills and Personal Attributes

#### Essential

- Communication
- Collaboration and Team Work
- Customer Focus
- Compassion
- Integrity and Trust
- Confidentiality
- Discretion
- Professionalism
- Dedication
- Positivity

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