

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

Updated: April 2024

TITLE: TEACHING ASSISTANT, ELEMENTARY SCHOOL – Local Hire
SCALE: Teaching Assistant Salary Scale
CONTRACT DAYS: up to 191

GENERAL POSITION SUMMARY:

The Teaching Assistant provides day-to-day assistance to the Teacher to meet the needs of students. The Teaching Assistant helps to support instruction and students, in English and/or Chinese, and with some clerical/organizational tasks and provides support for students of concern. The Teaching Assistant monitors and supervises students throughout the school. In addition, The Teaching Assistant supports substitution needs in the event a substitute is not available on the Pudong campus.

SUPERVISED, EVALUATED BY & REPORTS TO

Building Principal & Vice Principal

QUALIFICATIONS & SKILLS:

- Minimum bachelor's degree
- Ability to work with students and colleagues using a positive approach that builds trust and rapport
- Actively seek to motivate and inspire students
- Proactive in building strong working and team relationships: collaborative, supportive and communicative
- Good organizational and task-management skills
- Flexible and adaptable to accommodate changes in needs and priorities
- EAL and elementary school experience preferred

PERFORMANCE RESPONSIBILITIES:

Classroom TA

- Assist in setting up and facilitating instructional activities
- Support students with appropriate behavior in all school's settings and support student's behavioral plans.
- Encourage behavior management techniques aligned to SEL philosophy of the ES
- Work and interact cooperatively and professionally with parents, students and all colleagues
- Assist children with activities and projects
- Supervise and support students to engage in appropriate and independent choices
- Help with routine organizational tasks
- Prepare materials as directed
- Supervise students at recess and/or lunch
- Review the TA Handbook, clarify questions with ES TA Coordinator and Vice Principal (TA Handbook does not replace the Employee Handbook)
- Attend Open House and/or Student Led Conferences if requested and mutually agreed
- Seek to clarify questions and concerns, addressing them directly to those involved whether team member, teacher, or supervisor
- Lead and mentor one ASA a year
- Takes on teacher role when assigned
- Other reasonable duties as assigned

Library TA

- Facilitate a positive and inviting/welcoming climate for all students, parents and staff

SHANGHAI AMERICAN SCHOOL

- Assist patrons with the use of the library
- Work and interact cooperatively and professionally with the library staff and the entire faculty
- Support library special events as requested
- Help with book selection by students, parents and staff
- Facilitate other activities that contribute to an engaging library program, based upon the strengths and talents of the team
- Share responsibility for the monitoring and discipline of student behavior in the library using the ES philosophy and techniques
- Attend and participate in all regularly scheduled library meetings and TA Professional Development classes
- Assist with opening and closing library procedures
- Be responsible for the daily circulation of library materials
- Shelf and re-shelve library materials in a timely manner
- Supervise, maintain and update client records
- Share responsibility for keeping the library attractive and orderly, including shelf-reading
- Keep the library running effectively when the librarian is not present
- Assist with annual inventory of materials
- Update library displays and bulletin boards to highlight special library and school events
- Request student and staff resources via ILL, as needed
- Update labels and book covers as necessary, including basic repair
- Lead and mentor one ASA a year
- Other reasonable duties as assigned

EAL/Learning Support Responsibilities

- Support LS/EAL students individually and in small groups (Help execute EAL/LS/HR teachers' plans.)
- Implement strategies and interventions that support students socially, emotionally, behaviorally, and academically.
- Supervise children during independent activities.
- Meet with and provide feedback to EAL/LS specialists
- Work and interact cooperatively and professionally with parents, students and all colleagues
- Attend parent conferences as requested by the Teacher/Supervisor.
- Meet with the EAL/Learning Support Team when required.
- Attend EAL/Learning Support professional development opportunities when available and approved.
- Lead and mentor one ASA a year
- Other reasonable duties as assigned

Chinese TA Responsibilities

- Assist in setting up and supporting instructional activities
- Circulate and help students and teachers during art classes.
- Supervise children to foster independence during their activities both inside and outside.
- Work and interact cooperatively and professionally with parents, students and all colleagues
- Plan and attend regularly scheduled Chinese TA and classroom meetings
- Supervise students at recess and/or lunch
- Attend parent conferences as requested by the Teacher.
- Work to foster a collaborative culture and meet as required with all early childhood team members.
- Meet with the Panda Pals Team, Teachers and TA's when required
- Attend Early Childhood professional development opportunities when approved
- Lead and mentor one ASA a year
- Other reasonable duties as assigned

SHANGHAI AMERICAN SCHOOL

Technology TA Responsibilities

- Assist in setting up and supporting instructional activities
- Collaborate with Tech Coach and Tech Ops to create and maintain student rostering data for all EdTech learning tools.
- Support teachers and/or the ES Technology coach during technology projects and/or while in the classroom.
- Work and interact cooperatively and professionally with parents, students and all colleagues
- Supervise students while in the ES Tinker Lab or iHub.
- Coordinate communications between teachers, coaches and SAS Tech support.
- Support the training of teachers and students in the safe use of iHub and Tinker lab equipment, technology and online tools
- Supervise and manage students in the ES iHub and Tinker Lab during recess.
- Coordinate technology support and/or instruction with the classroom teacher, instructional technology and STEAM coaches.
- Meet with the SAS school-wide Technology Team when necessary.
- Organize and maintain iHub and Tinker Lab inventory.
- Track and maintain iHub and Tinker Lab inventory through the use of Follett Destiny Check-out system.
- Support technology professional development events within Puxi ES
- Support teachers and TAs in developing technology focused after school activities and lead technology focused after school activities
- Support the deployment and collection of Tech at the beginning and end of each school year.
- Collaborate with TechOps in the maintenance of Tech throughout the year (iPad, laptop, and app updates, charging carts, digital displays, etc.)
- Attend Technology professional development opportunities when approved
- Lead and mentor one ASA a year
- Other reasonable duties as assigned

Art TA Responsibilities

- Assist in setting up and supporting instructional activities
- Help set out materials for classes grade 1- 5 (9 classes on average in a school day)
- Help clear up after classes – washing and putting away materials
- Work and interact cooperatively and professionally with parents, students and all colleagues
- Fix and mount 2-D and 3-D work for display
- Return student work to the classrooms after displaying
- Supervise students at recess and/or lunch
- Organize and stock taking all art materials in the Art storeroom
- Prepare, roll and process clay
- Load, unload and fire student clay work in the kiln
- Prepare glazed work for the kiln
- Lead and mentor one ASA a year
- Liaise with local suppliers (framers / tailors/ support service etc.)

For all TA positions, outside the classroom:

- Accompany students to special classes, library, or other areas as assigned, assist when appropriate, in the supervision of all children in these areas
- Supervise children during recess and lunch as assigned, assist when appropriate, in the supervision of all children in these areas
- Encourage behavior management techniques aligned to SEL philosophy of the ES

SHANGHAI AMERICAN SCHOOL

- Other reasonable duties as assigned.

SAS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.
- How we see the world is how we experience the world. We believe diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

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Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.