

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** Teaching Assistant – Design Tech, Middle School  
**SCALE:** EXP or PRC Teacher Assistant Salary Scale  
**CONTRACT DAYS:** up to 191

### POSITION SUMMARY:

The Design Tech Teacher Assistant provides support to the MS Design Tech Department to support student learning. Duties may include preparing, setting up, and cleaning up materials or other support duties assigned by the Design Tech teachers. The Teacher Assistant also ensures the Design Tech storage facilities are organized and maintained according to appropriate safety regulations, and Design Tech equipment and other materials are maintained in a clean and operational manner.

### SUPERVISED, EVALUATED BY & REPORTS TO:

The Middle School Principal & Design Tech Teachers

### QUALIFICATIONS & SKILLS:

- Minimum Bachelor's degree.
- Good interpersonal and communication skills.
- Experience working in a school environment and directly with students.
- Ability to liaise with the local co-workers such as school workers, local suppliers when ordering, local material sourcing, and purchase order requests.
- Ability to work independently, being motivated to independently seek out work that needs to be completed to better the department; organize workload, work under periodic pressure and complete assignments with minimal supervision.
- Demonstrated willingness to learn equipment, methods, and procedures related to the various media, tools, and techniques utilized to teach the MS Design Tech curriculum.
- Working knowledge of tools, equipment, and computer software related to the position is preferred.

### PERFORMANCE RESPONSIBILITIES:

- Actively support and promote the school's mission and core values.
- Develop meaningful relationships with students, parents, and colleagues so that we can all work in partnership as learners.
- Assist with student supervision and team teaching in the classroom.
- Engage with students in the learning process using the tenets of the design cycle.
- Actively contribute to collaborative teams, the middle school, and Shanghai American School by remaining positive, flexible, supportive, and dedicated to continuous improvement for the benefit of students.
- Organize personal work schedule to prioritize both task completion and in-class teacher assistance.
- Prepare, set up, and clean up equipment for student's and/or teacher's use.
- Maintain cleanliness, order, and overall safety of Design Tech learning spaces.

- Take responsibility for safe Design Tech storage, preparation, set-up, cleanup, and disposal.
- Prepare, create, and maintain displays,
- Perform general clerical duties related to the position such as filing, photocopying, data entry (inventory), filling out work requests and materials orders, etc.
- Assist with substitute teaching as requested.
- Other duties as assigned.

**SAS BELIEVES:**

- That each employee makes a significant contribution to our success,
- That contributions should not be limited to the assigned responsibilities.

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.

**How we see the world is how we experience the world**

We believe that 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.

**Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection 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.