

## ELEMENTARY SCHOOL LEARNING SUPPORT TEACHING ASSISTANT

### POSITION SUMMARY

Teaching Assistants make a significant difference in the quality of implementation of the Learning program at AISB. They are primarily hired to assist student instruction and work directly with children under the guidance and training of the Learning Support Teacher. They are members of the teaching staff and as such, attendance at professional development sessions, faculty meetings, and AISB special events is required.

Division: Elementary School (ES)  
Reports to: Learning Support Learning Leader  
Start Date: as soon as possible  
Contract Length: 1 year, full time, with possibility of renewal.

### CREATIVE COURAGEOUS COMPASSIONATE

**VISION:** We aspire to be a creative, courageous and compassionate learning community dedicated to a better world for all.

**MISSION:** AISB engages learners with a rigorous and balanced international education that inspires students to get the best from themselves and others and to be ethical and open-minded in their thinking about our world.

**INCLUSION STATEMENT:** AISB is committed and continues to strengthen our practices in creating a safe, inclusive and equitable school community where everyone feels a sense of belonging.

### GUIDING PRINCIPLES

Aside from supporting and advancing the Mission, Vision and Beliefs of the American International School of Bucharest, the Learning Support program at AISB has some fundamental underlying belief statements which guide our approach to working alongside students and their families. These include:

- We believe that all students are capable and can learn, and have the **right to an accessible learning environment that best meets their** social-emotional and academic learning **needs**.
- We believe in using a **strengths based** approach with children, and in **advocating for and with** students to ensure that any decision affecting a child is **student centered** and includes student voice and choice.
- We believe **making mistakes is a natural and integral part of learning** that should be viewed as experiences with which to learn and grow from and that behavior is **communicative** and reflects underlying emotions and feelings.
- We believe that **parents are partners** who know their children well and offer valuable insights and that all students should be included, are **valued and feel that they belong** within our school community.

### ESSENTIAL QUALIFICATIONS & SKILLS:

- University degree (preferably in Special Education, Psychology, or other related field)
- Fluent in English
- A background in Education and/or experience working with children
- A warm, nurturing, and friendly personality, able to relate well with children
- A collaborative team player and solutions based thinker
- Self starter who takes initiative
- Strong organizational, communication, and technology skills

### KEY RESPONSIBILITIES

- Learning Support Teaching Assistant is responsible for:
  - Supporting student learning and achievement through cooperative effort and best practices.
  - Supporting and promoting the Elementary AISB curriculum based upon the IB goals and mission.
  - Utilizing a child-centered approach to student growth
  - Personal modeling and display of the Learning Principles within the community
  - Promote and contribute to a positive learning environment.
  - Collaborate with colleagues (both LS teachers and Homeroom teachers) as a member of the Elementary Learning Support team.
  - As appropriate, attending divisional, LS team, and LS student related meetings and planning sessions
  - Assume responsibility for meaningful professional growth and development.
  - Assisting LS teachers with the gathering of resources for teaching units, and maintaining and organizing class resources in the storage and/or workrooms
  - Assisting LS teachers with record keeping, inventory, ordering and assessment data as needed
  - Supporting with LS Department wide administrative tasks (i.e. photocopying, laminating, filing, labeling, stamping etc.) during non-contact time
  - Maintaining confidentiality about student concerns or sensitive matters, and reporting any concerns about a student's well-being to the counselor or the Safeguarding Lead.
  - Providing supervision and support for students as needed across the school setting, especially classes where students with a plan are located, in order to observe, gather data and report progress or concerns to the LS Teacher
  - Offering feedback, student observations and/or recommendations on student progress to the LS teacher(s)
  - Working with students either one-on-one or in small groups to support student learning goals (i.e. interventions)
  - Assisting with co-planning, delivery, tracking, and progress monitoring of learning interventions with the LS teachers and Homeroom teachers to support student ILP goals.
  - Substitute for any of the LS teachers, when necessary
  - In the event that an LS Support staff member (i.e. LIFT) is added to the department, provide training, logistics or advice in either Romanian or English on a situational basis
  - Accompany and assist teachers on class field trips and experiential trips as needed.

Additional duties that are within the Employee's areas of expertise and qualifications and that are in furtherance of AISB's Mission may be assigned by the Principal.

Visit our website to learn more about: [Careers at AISB](#) | [Our School](#) | [Our Learning Beliefs & Practices](#)

Please feel welcome to contact our HR Manager, [Roxana Lungu](#), for further queries.

