

SECONDARY SCHOOL LEARNING SUPPORT Teaching Assistant

POSITION SUMMARY

Division: Secondary School

Category: Local Classroom Assistants

Start Date: August 2023

Contract Length: One year, full time

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.

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 direction and training of the teacher.

They are members of the teaching staff and as such, attendance at professional development sessions, faculty meetings, and AISB special events is required. Each TA reports to their Learning Support Learning Leader.

ESSENTIAL QUALIFICATIONS & SKILLS

- University degree (preferably in Special Education or related field)
- A background in Education and/or experience working with children
- A warm, nurturing and friendly personality, sensitive to the feelings and needs of others, able to relate well with children, and willing to fulfill his/her responsibilities in accordance with the school's philosophy.
- Must be willing to be a working member of the team to ensure that the children are cared for in a warm and safe environment.
- Strong organizational, communication, and technology skills
- Fluent in English

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ESSENTIAL RESPONSIBILITIES

- Learning Support Teaching Assistant is responsible for:
 - Supporting student learning and achievement through cooperative effort and best practices.
 - Supporting and promoting the grade 6-grade 12 AISB curriculum based upon the IB goals and mission.
 - Utilizing a child-centered approach to student growth (i.e., valuing student voice and agency, etc)
 - Personal modeling and display of the Learner Profile within the community
 - Promote and contribute to a positive learning environment.
 - Collaborate with colleagues (both LS teachers and Secondary teachers) as a member of the Secondary Learning Support team.
 - As appropriate, attending divisional, LS team, and LS student related meetings and planning sessions during the course of the academic year
 - 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
 - As needed and appropriate, 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 when necessary 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 Secondary academic 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.

