



المدرسة العالمية الأميركية UNIVERSAL AMERICAN SCHOOL

TEACHER ASSISTANT

JOB DESCRIPTION:

Provide those supportive services necessary for assisting in the task of providing supervision and instruction to students in grades Pre-K through Grade 2.

REPORT TO:

Principal

MINIMUM QUALIFICATIONS:

1. Proven ability to establish and maintain effective working relationships with staff and students.
2. Ability to take initiative and carry out routine tasks with a minimum of teacher direction.
3. Ability to work with groups of students.
4. Previous experience with children in a school setting preferred.
5. Post-secondary degree in education required.

RESPONSIBILITIES AND DUTIES

1. Perform those supervisory tasks assigned by the principal/teacher.
2. Work with small groups of students reinforcing teacher activities as directed by the teacher/principal.
3. Assist teachers with one on one instruction.
4. Supervision of students as necessary.
5. As required, serve as replacement for regular classroom teacher (reserve duty).
6. Perform additional tasks as required within the broad framework established by this job description.