Title: Teacher Assistant
Department: Elementary
Reports to: ES Principal
Number of Direct Reports:
Location: Beirut, Lebanon

Updated March, 2015

Job Summary

The Teacher Assistant works under the direction of the homeroom teacher. The Teacher Assistant assists in creating and structuring the students’ experiences in cooperation with students, parents, staff, colleagues, and administrators. The Teacher Assistant assists in providing an educational atmosphere where students have the opportunity to fulfil their potential for intellectual, emotional, and physical growth. S/he is committed to building community within the classroom and ACS. S/he promotes a positive image, the school’s mission and educational philosophy and fosters a welcoming environment. S/he handles information in strict confidentiality.

Duties & Responsibilities

- Provides instruction as directed by the teacher.
- Monitors student behaviour and communicates with teacher any issues.
- Provides instructional support and guidance to students during work time.
- Prepares materials for instructional use, including copying and laminating.
- Transports students to and from specials as directed by the teacher.
- Assists with bulletin boards and other room and hallway displays.
- Assumes duties as assigned by the office; i.e., recess, morning arrival, dismissal, etc.
- Attends meetings, recommended training programs and conferences as directed by the Administration.
- Maintains professional, confidential communication with teachers, staff, children and families.
- Be available for parent/teacher conferences as requested by the Homeroom teacher.
- Assists all students in following school rules.
- Performs other assigned duties relevant to the needs of the program.
- Substitutes when a teacher is absent, if requested.
- Assists wherever and whenever needed by the Administration.
### Job Requirements

**Education:** Bachelor degree in Education or a related field of study.

**Work hours:** 7:30 a.m. to 4:00 p.m.
After School activity.
Vacations and holidays according to School calendar.

### Competencies:

**Generic:**
- Accuracy/detail oriented
- Organizational skills/multitasking/time management
- Flexibility/adaptability
- Reliability
- Creativity
- Initiative taking
- Computer literacy
- Communication skills
- All school related information is confidential
- Team player
- Accountability
- Critical thinking
- Problem solving
- Culturally/diversity sensitive

**Specific:** Sensitive to school culture