



# Aoba-Japan International School

*Leading Positive Change*

**Title:** Pre-kinder/kinder Teacher Assistant

**Reports to:** Kinder/Elementary Principal

**Description:** Assists the teacher in planning and maintaining a safe, clean, learning environment and in assuring the well being and safety of the children in his/her care.

**Workplace:** Meguro Campus

## **Overarching Responsibilities:**

1. Exhibits a genuine nurturing, caring attitude to all children.
2. Maintains a positive, calm attitude and a soft voice, and encourage this attitude and voice in others working in the classroom.
3. Maintains a cooperative attitude of working together with the teacher, volunteers, parents, and program specialists in planning and implementing activities.
4. Plans with and assists the teacher in preparing materials and supplies in advance for activities.
5. Shares in the development and implementation of written lesson plans with the teacher.
6. Assists the teacher in maintaining discipline and supervision of children during all activities.
7. Observes children to detect signs of illness, injury, emotional disturbance, learning disorder, speech problem, or other special needs, and immediately report observations to the teacher for follow up.
8. Works cooperatively with the teacher and the classroom parent as a team, to encourage the active participation of all parents in the program.
9. Becomes familiar with the teacher's written lesson plans, the daily schedule, methods for recording attendance, and all other daily duties of the teacher.
10. Assists the teacher in safeguarding all classroom supplies and equipment.

## **Qualifications, Skills and Experience:**

1. Strong background in working with children
2. Experience working with second language learners.
3. Effective interpersonal skills to work with grade level team/administrators/parents.
4. Commitment to a continuous process of professional growth.
5. Effective communication skills.
6. Commitment to being a team player and contributing member of the A-JIS Community.

*Accredited by: The Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC)*

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